



# Agenda

## Regular Meeting of Council

### Tuesday, January 14, 2025

Council Chambers - City Hall  
413 Fourth Street, Kaslo

Page

#### 1. CALL TO ORDER

*We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated, including the Ktunaxa, Sinixt, and Sylx People, and the Indigenous and Metis Residents of our community.*

The meeting is called to order at \_\_\_\_\_ p.m.

#### 2. ADOPTION OF THE AGENDA

2.1 Addition of late items

2.2 Adoption of the agenda

***Recommendation:***

***THAT the agenda for the 2025.01.14 Council Meeting be adopted as presented.***

#### 3. ADOPTION OF THE MINUTES

THAT the minutes of the 2024.12.10 Council Meeting be adopted as presented.

5 - 10

[Council Meeting - Dec 10 2024 - Minutes DRAFT.pdf](#)

THAT the minutes of the 2024.12.17 Special Council Meeting be adopted as presented.

11 - 14

[Special Meeting of Council - Dec 17 2024 - Minutes - DRAFT.pdf](#)






#### 4. DELEGATIONS

4.1 Cpl. HF Venema NCO i/c Kaslo RCMP

15

[RCMP Report Kaslo 2024Q4.pdf](#)







#### 5. INFORMATION ITEMS

5.1	Council Reports <a href="#">Mayor's Report</a>  Councillor Reports	16 - 20
5.2	Committee Meetings - None	
5.3	Staff Reports CAO Report	
5.4	Correspondence 1. <a href="#">Independent Contractors and Businesses Association (ICBA) RE: Protecting Taxpayers from Overspending on Local Government Construction</a>  2. <a href="#">2024.12.16 from KCS - thanks for holiday hampers.pdf</a>  3. <a href="#">Kaslo - CWF 2024-34 Year 1 Payment 2.pdf</a>  4. <a href="#">Letter of support - Youth Climate Corps.pdf</a> 	21 - 26

## 6. QUESTION PERIOD

*An opportunity for members of the public to ask questions or make comments regarding items on the agenda.*

## 7. BUSINESS

7.1	<a href="#">Records Management Bylaw No. 1310, 2025</a>  To establish a bylaw for records management in accordance with industry standards and best practices. <a href="#">DRAFT Records Management Bylaw No. 1310, 2025</a>  <a href="#">Village of Kaslo Record Retention and Disposition Bylaw 905</a>  <b>THAT Records Management Bylaw No. 1310, 2025 receive first, second, and third readings.</b>	27 - 35
7.2	<a href="#">2025 Wood Smoke Reduction Program</a>  To consider participation in the 2025 RDCK Community Wood Smoke Reduction Program. <a href="#">2024-12-13 Ltr municipalities Kaslo.pdf</a>  THAT the Village of Kaslo participate in the 2025 Community Wood Smoke Reduction Program	36 - 38
7.3	<a href="#">Signing Authority Updates</a> 	39 - 53

To update the Village's signing authorities, including those at the Kootenay Savings Credit Union, Central 1 Credit Union, the Royal Bank and the Municipal Finance Authority

[Memorandum - Purchasing Values and Approving Authority.pdf](#) 


[Procurement and Asset Disposal Policy.pdf](#) 

THAT Deputy Treasurer Geri Aasen be added as an authorized signatory for the Village of Kaslo at the Kootenay Savings Credit Union, Central 1 Credit Union, the Royal Bank and the Municipal Finance Authority.

7.4 [South Beach RV Park Proposal](#) 

54 - 75

To consider the South Beach RV Park Proposal that was included in the agenda package for the 2024.12.17 Special Meeting.

[6.1 Staff Report - RV Park Proposal - Purchase and Sale Agreement \(full\).pdf](#) 

THAT a decision regarding the RV Park Proposal - Conditions of Purchase and Sale Agreement be deferred until the additional information identified by Council at the 2024.12.17 Special Meeting can be presented.

8. LATE ITEMS

9. IN CAMERA NOTICE

***Recommendation:***

***THAT in accordance with Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following;***

***(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;***

***THAT persons other than Council members and municipal officers be excluded from the meeting.***

The open meeting recessed at \_\_\_\_\_ p.m.

10. RAISED FROM IN CAMERA MEETING

The open meeting reconvened at \_\_\_\_\_ p.m.

**11. ADJOURNMENT**

***Recommendation:***

***THAT the meeting be adjourned at \_\_\_\_\_ p.m.***



## Council Meeting - Minutes

Tuesday, December 10, 2024 at 6:00 PM

Council Chambers -City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat  
Councillors: Bird, Brown, Lang, Leathwood  
Staff: CAO Baker, CO Allaway  
Public: 2

### 1. CALL TO ORDER

The meeting is called to order at 6:02 p.m.

### 2. ADOPTION OF THE AGENDA

250/24 ***THAT the agenda for the 2024.12.10 Council Meeting be adopted as presented.***

**Carried**

### 3. ADOPTION OF THE MINUTES

251/24 ***THAT the minutes of the 2024.11.26 Council Meeting be adopted as presented.***

**Carried**

### 4. DELEGATIONS

None

### 5. INFORMATION ITEMS

#### 5.1 Council Reports

- Mayor Hewat provided a verbal summary of her written report and answered questions from Council.
- Councillor Leathwood reported on her attendance at the Rural Voices Gathering conference.

#### 5.2 Committee Meetings

- 2024.11.27 Art & Heritage Committee Meeting Minutes  
DRAFT

- 5.3 Staff Reports
- CAO Baker provided a verbal update on special projects and municipal operations.

- 5.4 Correspondence
- Kaslo Arena Association Board Minutes - 2024.10.28
  - Columbia River Treaty Local Government Committee Activity Update - 2024.12.03
  - S. Anderson RE: South Beach - 2024.11.27
  - S. Clancy RE: South Beach - 2024.12.03
  - J. Parkinson RE: South Beach - 2024.12.03
  - UBCM Follow-Up RE: Meeting with RCMP - 2024.11.22

## 6. QUESTION PERIOD

None

## 7. BUSINESS

- 252/24 7.1 Business Licence Amendment Bylaw No. 1307, 2024  
***THAT Business Licence Amendment Bylaw No. 1307, 2024 be adopted.***

**Carried**

- 253/24 7.2 Fees & Charges Amendment Bylaw No. 1308, 2024  
***THAT Fees & Charges Amendment Bylaw No. 1308, 2024 be adopted.***

**Carried**

- 254/24 7.3 Kaslo Aerodrome Regulation Bylaw No. 1309, 2024  
***THAT the Kaslo Aerodrome Regulation Bylaw No. 1309, 2024 receive first, second, and third readings.***

**Carried**

- 255/24 7.4 Snow Clearing Policy  
***THAT the Snow Clearing Policy be revised as presented in a Staff Report titled Snow & Ice Control Policy dated November 19, 2024.***

Carried

256/24 7.5 Kaslo Racquet Club Lease  
**THAT the Village lease a portion of Block 22, Plan 9499, District Lot 209, Kootenay Land District, to the Kaslo Racquet Club for a five (5) year term from January 1, 2025, to December 31, 2029, for \$400 in the first year with 3% increases in each subsequent year.**

Carried

257/24 7.6 Kaslo Boat Club & Kaslo Bay Marine Club Leases  
**THAT staff fully execute sublease agreements with the Kaslo Boat Club and Kaslo Bay Marine Club as detailed in the Staff Report titled Boat Clubs – Sublease Agreements dated November 18, 2024.**

Carried

258/24 7.7 Housing Needs Report  
**THAT the Village publish its Housing Needs Report (2024) on the Village website, AND**  
**THAT the Village updates its Official Community Plan and Land Use bylaws to align with the Housing Needs Report (2024).**

Carried

259/24 7.8 Canada Summer Jobs 2025 Grant Application  
**THAT the Village of Kaslo apply to the 2025 Canada Summer Jobs program.**

Carried

260/24 7.9 UBCM CRI 2025 Grant Application  
**THAT Council approves applying to the UBCM Community Resiliency Investment 2025 FireSmart Community Funding and Supports Program for \$400,000 and up to \$200,000 for fuel modification projects, AND FURTHER,**

**THAT Council approve the Regional District of Central Kootenay (RDCK) to manage and deliver portions of the grant funding program on Kaslo's behalf including rebates, assessments, and neighbourhood programming.**

**Carried**

7.10 Holiday Schedule and Gratuities

261/24

**THAT the Village Office close at noon on Friday, December 20, 2024, and reopen at 10:00 am on Thursday, January 2, 2025.**

**Carried**

262/24

**THAT Christmas gratuities in the amount of \$100.00, in Chamber Bucks if available, be provided to each Village staff member.**

**Carried**

7.11 Acting Mayor and Council Appointments

263/24

**THAT the Village of Kaslo's Acting Mayor for the period January 1, 2025, through December 31, 2025, be as follows:  
Councillor Bird: Jan, Nov, Dec  
Councillor Brown: Feb, Mar, Apr  
Councillor Lang: May, Jun, Jul  
Councillor Leathwood: Aug, Sept, Oct**

**Carried**

7.12 AKBLG 2025

264/24

**THAT CAO Baker, Mayor Hewat, Councillor Bird and Councillor Brown be authorized to attend the Association of Kootenay Boundary Local Governments Convention in Kimberley from April 25-27, 2025, with expenses paid.**

**Carried**

7.13 Beer Garden Licence - Kaslo Jamboree Hockey Tournament



265/24

***THAT a Beer Garden Licence be granted to the Kaslo & District Arena Association for the 2025 Kaslo Jamboree hockey tournament on December 20-22, 2024.***

**Carried**

7.14 Winter in the Forest 2025

266/24

***THAT the Village provide support in principle and in-kind assistance from the Public Works crew to prepare the site for the Winter in the Forest event planned for February 17, 2025.***

**Carried**

7.15 Castlegar Sculpturewalk 2025

267/24

***THAT the Village of Kaslo lease the sculpture “All Strings Attached” by Kate Tupper from Castlegar Sculpturewalk for installation in Legacy Park in 2025.***

**Carried**

## **8. LATE ITEMS**

## **9. IN CAMERA NOTICE**

268/24

***THAT in accordance with Section 90(1) a part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:***

***(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; AND***

***THAT persons other than Council members and municipal officers be excluded from the meeting.***

**Carried**

The open meeting recessed at 6:50 p.m.

The open meeting reconvened at 8:00 p.m.

## **10. RAISED FROM IN CAMERA MEETING**

IC67/24

***THAT the Purchase & Sale Agreement with QP Developments include dedication of a fifteen meter wide strip along the shore of Kootenay Lake rather than an easement in favour of the Village of Kaslo.***

**Carried**

**11. ADJOURNMENT**

269/24

***THAT the meeting be adjourned at 8:00 p.m.***

**Carried**

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor



## Special Meeting of Council - Minutes

Tuesday, December 17, 2024 at 6:00 PM

Council Chambers - City Hall 413 Fourth Street, Kaslo

Chair: Mayor Hewat

Councillors: Bird, Brown, Lang, Leathwood

Staff: CAO Baker, CO Allaway

Public: 126

### 1. CALL TO ORDER

The meeting is called to order at 6:03 p.m.

### 2. ADOPTION OF THE AGENDA

270/24

***THAT the agenda for the 2024.12.17 Special Meeting of Council be adopted as amended to include the following late item:***

- ***Curling Club Grant.***

**Carried**

### 3. INFORMATION ITEMS

#### 3.1 Staff Presentation

*CAO Baker presented an overview of the proposed disposal of municipal lands to facilitate the RV Park project.*

#### 3.2 Correspondence

2024.12.09 Letter from South Beach Working Group

### 4. DELEGATIONS

#### 4.1 CTQ Consultants Re: RV Park Proposal

*Ed Grifone (CTQ consultants) provided a summary of the RV Park proposal on behalf of the proponent, QP Developments.*

5. **QUESTION PERIOD**

*Members of the public asked Council questions relating to the RV Park proposal.*

271/24 ***THAT the amount of time for question period be extended by a further 10 minutes.***

**Carried**

*Members of the public asked Council additional questions relating to the RV Park proposal.*

The meeting recessed at 7:59 p.m.

The meeting reconvened at 8:04 p.m.

6. **BUSINESS**

272/24 6.1 Purchase and Sale Agreement - Village of Kaslo and QP Developments  
***THAT Council enter into Committee of the Whole to discuss agenda item 6.1 Purchase and Sale Agreement - Village of Kaslo and QP Developments***

**Carried**

Council entered Committee of the Whole at 8:04 p.m.

*Council discussed the South Beach RV Park Proposal.*

Council returned to the Special meeting at 8:29 p.m.

273/24 ***THAT staff be directed to obtain clarity regarding the interpretation of the DPA requirements and whether an RV Park is permitted within the area of the Lakefront Protection DPA; and***  
***THAT staff be directed to obtain additional information about including a boat launch in the proposal; and***  
***THAT staff be directed to invite the South Beach Working Group to appear as a delegation to Council; and***  
***THAT staff be directed to create and make public an outline of the steps to follow and the implications of decisions at the different steps.***

**Carried**

274/24 ***THAT the decision to fully execute a Purchase and Sale Agreement with QP Developments to enable development of their RV Park under the conditions detailed in the Staff Report titled RV Park Proposal - Purchase and Sale Agreement, dated December 13, 2024 be held in abeyance until January 14, 2025.***

**Carried**

275/24 ***THAT staff invite the South Beach Working Group to appear as a delegation at a Committee of the Whole meeting prior to January 14, 2025.***

**Carried**

276/24 6.2 Staff Report - Kaslo Aerodrome Regulation Bylaw

***THAT Kaslo Aerodrome Regulation Bylaw No. 1309, 2024, be adopted.***

**Carried**

277/24 6.3 2024 Reserve Transfers

***THAT Council approve the 2024 Reserve Fund transfers as presented in the staff report "2024 Reserve Transfers" dated December 13, 2024.***

**Carried**

## **7. LATE ITEMS**

278/24 7.1 Curling Club Grant

***THAT Council authorize payment of \$1,100 to the Kaslo Curling Club to offset the cost of purchasing new curling rocks.***

**Carried**

## **8. ADJOURNMENT**

279/24 ***THAT the meeting be adjourned at 8:44 p.m.***

**Carried**

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Corporate Officer

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Mayor

Draft



**KASLO  
MAYOR'S REPORT  
QUARTER 4, 2024**

**Kaslo RCMP Detachment**

335 A Avenue

PO Box 632

Kaslo, BC V0G 1M0

Telephone (250) 353-2225 Fax (250) 353-2226

**Village of Kaslo**

Box 576

312 4th Street

Kaslo, BC V0G 1M0

January 3, 2025

Dear Mayor Hewat:

**RE: Quarterly Crime Statistics - October/ November/ December**

<b>CRIME CATEGORIES</b>	<b>TOTAL Q4 2023</b>	<b>KASLO Q4 2024</b>	<b>South of Kaslo to Balfour Q4 2024</b>	<b>North of Kaslo Q4 2024</b>
Homicide / Attempted Homicide	0	0	0	0
Assaults	2	2	1	0
Sexual Offences	0	0	0	0
Robbery	0	0	0	0
Auto Theft	3	1	1	0
Break and Enters	0	0	0	0
Theft From Motor Vehicle	1	1	0	0
Drug Investigations	0	0	0	0
Motor Vehicle Collisions	2	2	2	0
Motor Vehicle Collisions W Fatality	1	0	0	0
Impaired Driving - CC	1	3	0	0
Impaired Driving - MVA (IRPs)	0	0	0	0
<b>TOTAL PERSONS/VIOLENT CC</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>0</b>
<b>TOTAL PROPERTY CC</b>	<b>16</b>	<b>9</b>	<b>7</b>	<b>0</b>
<b>TOTAL OTHER CC</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>1</b>
<b>TOTAL CRIMINAL CODE (CC)</b>	<b>29</b>	<b>19</b>	<b>17</b>	<b>1</b>
<b>TOTAL CALLS FOR SERVICE</b>	<b>139</b>	<b>66</b>	<b>65</b>	<b>39</b>

<b>COMMUNITY</b>	<b>TOTAL Q4 2023</b>	<b>KASLO Q4 2024</b>	<b>South Q4 2024</b>	<b>North Q4 2024</b>
Files with youth negative contacts	0	0	0	0
Mental Health Related Calls	13	10	10	5
Files involving Alcohol / Drugs	17	10	2	0
Domestic Violence Files	2	0	0	0

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-353-2225.

Yours truly,

Harland Venema, Cpl., NCO I/C  
Kaslo RCMP Detachment

# VILLAGE OF KASLO - MAYORS REPORT

## Regular Council Meeting

Tuesday, January 14, 2025

The following is a summary of the meetings and events that I have participated in since my last written report as well as a list of upcoming meetings and events.

Please note: For RDCK meetings, I will only reference items that affect the Village of Kaslo. Since it has been a month since the meeting, it would be greatly appreciated if I could get advance notice of any questions, so I have time to reacquaint myself with the item. I can provide any backup documentation to staff, or they can be looked up on the RDCK website.

## COLUMBIA BASIN TRUST

*December 5* Housing Initiatives Committee meeting.

*December 16* Phone call with Vice President Torgerson to discuss committee and task force assignments for 2025.

## FEDERATION OF CANADIAN MUNICIPALITIES

*December 3<sup>rd</sup> to 5<sup>th</sup>*

I was in Ottawa for Advocacy Days as a member of the Board of Directors of the FCM.

The purpose of Advocacy Days is to meet with the Members of Parliament to advocate for local governments across the country. Each Board and Committee member was asked to reach out to their local MP to set up a meeting to discuss the FCM Municipal Growth Framework which proposes a modernized funding model. We were also asked to bring local examples of how and why this is necessary for the local governments we represent. Click the link below for the press release regarding Advocacy Days.

[https://fcm.ca/en/news-media/news-release/fcm-calls-federal-parties-focus-canadians-priorities-and-come-lasting-solutions?\\_cldee=Hb1KxsWd3azJhdzrJHaoZqaXl3WY3TLEipchA765hZacb01RV-vRHPN3kTdCRsQt&recipientid=contact-57d1d9788844ea1180fa005056bc2eb3-74a01c76ad7b412290a42d17dcfdf926&esid=dfb90b08-38b6-ef11-80e6-005056a3e2c0](https://fcm.ca/en/news-media/news-release/fcm-calls-federal-parties-focus-canadians-priorities-and-come-lasting-solutions?_cldee=Hb1KxsWd3azJhdzrJHaoZqaXl3WY3TLEipchA765hZacb01RV-vRHPN3kTdCRsQt&recipientid=contact-57d1d9788844ea1180fa005056bc2eb3-74a01c76ad7b412290a42d17dcfdf926&esid=dfb90b08-38b6-ef11-80e6-005056a3e2c0)

*December 3* Advocacy Days

- Committee of the Whole - Strategy and Tactics session – political briefing
- Meeting with Senator Bev Busson – this meeting was added to my schedule after it was originally published. Senator Busson’s background is in policing, and she was very engaging and truly interested in hearing about our issues as well as about our communities. If interested in learning more this is the link to her information:  
<https://sencanada.ca/en/senators/busson-bev/>
- Committee of the Whole - Strategy and Tactics session – The Canadian Political Landscape and Navigating Change
- Rural Foru meeting





# VILLAGE OF KASLO - MAYORS REPORT

- Reception – this was an opportunity to meet with MP's and Senators on a more informal basis. PM Justin Trudeau made a brief appearance and took the time to speak with delegates and have photos taken with those who were interested.

I got the opportunity to speak one-on-one with Senator Busson before she had to return to the Senate.

## *December 4* Advocacy Days

- Board of Directors meeting.
- Board of Directors Strategic Plan Insights session.
- Meeting with CPC MP Mel Arnold, North Okanagan.
- Meeting with CPC MP Rob Morrison, Kootenay-Columbia – MP Morrison's staff reached out at noon on December 3<sup>rd</sup> to accept my invitation for a meeting. Fortunately, FCM staff were able to quickly rearrange both my schedule and staff member schedules to facilitate this meeting. I was also able to arrange to have 2 other board/committee members join me for the meeting.
- Committee of the Whole – Strategy and Tactics Session – Media Relations and Stakeholder Engagement.

## *December 5* Advocacy Days

- Political Keynote – LIB Minister of Housing, Infrastructure and Communities Sean Fraser.
- Political Keynote – CPC Shadow Minister for Housing and Diversity and Inclusion Scott Aitchison.

### Board of Directors Meeting

- Each of the Caucus Chairs gave a verbal update on the Virtual meetings held in November. The issue that Director Vandenberghe requested I raise regarding invasive species on agricultural land is being referred to a future meeting of the Environmental Issues and Sustainable Development Committee.

## **REGIONAL DISTRICT OF CENTRAL KOOTENAY**

### *December 2* North Kootenay Lake Services Committee

- We received the 2024 Annual report from Eric Graham, Kaslo Fire Chief.
- The budget for S221 – Regional Facilities, Recreation and Park Service was received and discussed, and the 2025 Grant Applications were received.
- The budget for S280 – Fire Service was received and discussed.
- The committee recommended that staff prepare amendment bylaws for S194 – Kalo & Area D Library Service and S150 – Jaws of Life Service to increase the requisition limits by 25%.
- The 2025 meeting schedule was set.



# VILLAGE OF KASLO - MAYORS REPORT

## *December 9* Kaslo & Area D Economic Development Commission

- This meeting was cancelled due to a lack of quorum.

## *December 10* Community Sustainable Living Advisory Committee

- The schedule of meetings for 2025 was set.

Meeting with Corporal Venema and Staff Sargeant Burndred to discuss the correspondence received based on the Village meeting at UBCM in September. I had given a verbal update on this meeting at the December Council meeting.

## *December 11* Joint Resource Recovery

- There was a delegation from the City of Nelson regarding their Pre-treated Organics Program.
- The motions passed will be included with the Board meeting items below. The full minutes of the meeting can be found in the Board meeting package on the RDCK website.

## *December 12* Board Meeting

The Climate Programs Coordinator for the City of Nelson appeared as a delegation to talk about their Organics Program.

North Kootenay Lake Committee: minutes December 2, 2024

- 1. That the Board direct staff to prepare an amendment bylaw for Kaslo and Portion of Electoral Area D Library Financial Aid Service Bylaw No. 790, 1990 to increase the requisition limit by 25%.
- 2. That the Board direct staff to prepare an amendment bylaw for Electoral Area D and Village of Kaslo Emergency Response/Jaws of Life Local Service Area Establishment Bylaw No. 1340, 1998 to increase the requisition limit by 25%.

Joint Resource Recovery

- 1. That the Board authorize staff to draft an amendment to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 to incorporate rubble and wood waste under the definition and fee schedule for mixed waste.
- 2. That the Board authorize staff to draft two amendments to Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 updating tipping fees to align with the proposed Tipping Fee Cost Recovery Objectives on a 5-year schedule and a 3-year schedule.
- 4. That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to decrease the Proceeds from Equipment Financing Account 43200 by \$284,395 and increase the Transfer from Regular Reserves Account 45000 by \$284,395 for the Central Loader.



# VILLAGE OF KASLO - MAYORS REPORT

- 5. That the Board approve an amendment to the 2024 Financial Plan for Refuse Disposal (Central Subregion) – Nelson, Kaslo, Salmo, and Areas D, E, F and G Service S187 to increase the Transfer to Other Services Account 59500 by \$257,493 and increase the Transfer from Other Services Account 45500 by \$257,493 for the missed 2023 transfer for support of the Central Compost Facility.

## 2025 Appointments: External Committees

- Kaslo and District Community Forest Association - Sarah Sinclair was reappointed for a term to end December 31, 2026.
- MFA – I was nominated me for the position of representative for a term to end February 28, 2026, which I accepted.
- West Kootenay Transit Committee – I was appointed as alternate to this committee.
- Parcel Tax Roll Review Panel – West – I was appointed as one of the 4 members.

## 2025 Conferences

- I was approved for attendance at LGLA (March 13 – 14 in Richmond), FCM (May 29 – June 1 in Ottawa) and UBCM (Sep 22 – 26 in Victoria)

## Agreement: Central Kootenay Food Policy Council

- That the Board approve the RDCK enter into an agreement with Central Kootenay Food Policy Council for \$30,000 to be paid from General Administration Service S100 for one year (2025) for core funding; AND FURTHER, that the amount be included in the draft 2025-2029 Financial Plan.

## Agreement: Regional Invasive Species Working Group Report

- That the Board direct staff to extend the agreement with Central Kootenay Invasive Species Society to continue improving regional capacity for a total not to exceed \$15,000 + GST from July 2025 to July 2026; AND FURTHER, that this amount be included in the 2025 draft Financial Plan for General Administration Service S100.

## Regional Housing Needs Report: Engagement Summary and Final Interim Reports

- That the RDCK Board of Directors receive the “Regional District of Central Kootenay Housing Needs Report Update: Regional Summary Report, Electoral Area Summary Report, and Community Profiles for the Villages of Kaslo, Nakusp, Salmo, and Slocan”;  
AND FURTHER, that the Board direct staff to publish the aforementioned Reports on the RDCK website.

## Community Development Grants

- The grant for Kaslo Community Services Society for Christmas Hampers in the amount of \$4,000 was approved.

January 7 West Transit Committee – agenda prep meeting



# VILLAGE OF KASLO - MAYORS REPORT

## VILLAGE OF KASLO

*December 17* Special Council Meeting

## UPCOMING MEETINGS/EVENTS

I have included the times for meetings that are open for public participation. The Zoom links can be obtained by accessing the RDCK website.

- January 9* Central Resource Recovery budget @ 1:00pm
- January 10* West Transit Services Committee @ 1:00pm
- January 13* Committee of the Whole @ 6:00pm
- January 14* Community Sustainable Living Advisory Committee @ 1:00pm  
Regular Council meeting @ 6:00pm
- January 15* Joint Resource Recovery @ 1:00pm
- January 16* RDCK Board Meeting @ 9:00am
- January 17* CBT Finance & Audit Committee
- January 20* North Kootenay Lake Services @ 1:00pm  
– note the change in date and time
- January 22* WKBRHD (either Nelson or Castlegar) @ 6:00pm
- January 23* CBT – pre-board session with tours of the Waneta and Brilliant power facilities
- January 24/25* CBT Board in Castlegar
- January 28* Regular Council meeting @ 6:00pm
- January 31* Regional Invasive Species Working Group @ 9:00am

Respectfully submitted,  
Mayor Suzan Hewat



January 7, 2025

**RE: Protecting Taxpayers from Overspending on Local Government Construction**

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada's largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA's B.C. corporate members account for approximately 85% of the province's construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the "Community Benefits Agreement" (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

**The province's CBA policy has the effect of restricting bidding on projects covered by the scheme.** This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.<sup>1</sup> Cost over-runs and unexpected delays are a common theme with CBA projects.<sup>2</sup> The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at [chris@icba.ca](mailto:chris@icba.ca).

Sincerely,  
INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



**Chris Gardner**  
President and CEO, ICBA

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<sup>1</sup> Brian Dijkema and Morley Gunderson, Restrictive Tendering: Protection for Whom?" January 2017, CARDUS.

<sup>2</sup> Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

**From:** Jane Ballantyne <janeballantyne@kaslo.services>  
**Sent:** December 16, 2024 3:56 PM  
**To:** Suzan Hewat <SHewat@rdck.bc.ca>  
**Cc:** Patrick Steiner <patricksteiner@kaslo.services>  
**Subject:** RE: Community Development Grant Approval - Kaslo Community Services Society - Christmas Hampers

Dear Mayor and Councillors,

Thank you very much for supporting the annual Holiday Hampers, that will help us to brighten the holidays for families and individuals in need.

All best wishes for the holiday season.

Regards,

**Jane Ballantyne**

**Jane Ballantyne**

Co-Executive Director – Finance and Administration

**Hours:** Monday to Thursday from 9am to 4pm

Preferred Pronouns: She, Her, Hers



**Kaslo Community Services Society**

*(formerly North Kootenay Lake Community Services)*

336 'B' Avenue

Box 546 Kaslo V0G 1M0

Phone: 250 353 7691 ext. 201

Fax: 250 353 7694

Web: [www.nklcss.org](http://www.nklcss.org)

*Kaslo Community Services works on the stolen territories of the Ktunaxa, Sinixt and Syilx nations. We acknowledge the impacts of colonization, both past and present, and we seek to deliver our services in a manner that honours the land and the Indigenous peoples living here today.*

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December 16, 2024

Mayor Suzan Hewat and Council  
Village of Kaslo  
PO Box 576  
Kaslo, BC V0G 1M0

Dear Mayor Suzan Hewat and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND  
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$55,588 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo  
UBCM President

PC: Linda Tynan, CFO





December 13, 2024

Dear FireSmart BC Committee,

As the Mayor of Kaslo, I am writing on behalf of the Village of Kaslo to express our enthusiastic support for the proposal submitted by Youth Climate Corps BC (YCCBC) regarding their collaborative pilot project to scale up FireSmart efforts in the Kootenay region. This initiative, focused on communities such as Nelson, Kaslo, and the Regional District of Central Kootenay (RDCK), represents a meaningful and proactive approach to enhancing wildfire resilience, particularly for seniors and vulnerable residents.

The Youth Climate Corps BC has consistently demonstrated exceptional leadership in mobilizing young people for impactful climate action projects across British Columbia. With over 10,000 days of climate action completed, YCCBC has proven to be a reliable and resourceful partner in addressing environmental challenges. In Kaslo, their contributions are already evident in previous mitigation projects at City Hall and the Kaslo Seniors Centre. This pilot project builds on that success, offering a timely and strategic opportunity to address the increasing wildfire risks in the Kootenays.

Wildfire prevention and preparedness are critical priorities for our region, but they place significant demands on local resources. YCCBC's proposal effectively complements existing efforts by leveraging funding from the Community Resilience Investment Program. This ensures that vulnerable homes are prioritized and that FireSmart initiatives can be expanded without overwhelming current resources. The proposed project also holds potential to serve as a model for scaling similar efforts across British Columbia.

Moreover, this initiative provides invaluable opportunities for local youth to gain hands-on experience in wildfire mitigation, equipping them with skills for future careers in forestry, wildfire management, and environmental conservation. This aligns with our shared goal of not only safeguarding communities from wildfire risks but also fostering the next generation of leaders in climate action and resilience.

PO Box 576, Kaslo, BC V0G 1M0  
Tel. 250-353-2311  
E-mail: [admin@kaslo.ca](mailto:admin@kaslo.ca)  
[www.kaslo.ca](http://www.kaslo.ca)

The Village of Kaslo strongly supports this proposal and looks forward to collaborating with YCCBC and FireSmart BC to enhance wildfire resilience in the Kootenays and contribute to a sustainable, province-wide FireSmart strategy. We are confident that this project will make a lasting impact on our region and beyond.

Thank you for considering this important proposal.

Sincerely,



Suzan Hewat

Mayor, Village of Kaslo

PO Box 576, Kaslo, BC V0G 1M0

Tel. 250-353-2311

E-mail: [admin@kaslo.ca](mailto:admin@kaslo.ca)

[www.kaslo.ca](http://www.kaslo.ca)



# STAFF REPORT

DATE: January 7, 2025

FILE NUMBER:

TO: Robert Baker, Chief Administrative Officer

FROM: Codie Jones, Executive Assistant

SUBJECT: Records Management Bylaw No. 1310, 2025

## 1.0 PURPOSE

To establish a bylaw for records management in accordance with industry standards and best practices.

## 2.0 RECOMMENDATION

THAT Records Management Bylaw No. 1310, 2025 receive first, second, and third readings.

## 3.0 BACKGROUND

Through its Strategic Priorities 2025-2026, Council provided staff with direction to bring the Village's records management practices into alignment with industry standards and best practices. More specifically, Council requested that a policy be developed by the end of 2024, followed by processes and procedures in the first quarter of 2025.

The Local Government Management Association (LGMA) recently published the 6<sup>th</sup> Edition of its *Records Management Manual* which provides general records and information guidance to local governments. The LGMA document includes a model bylaw which is the first step towards the development of a records management system. The model bylaw was referenced by staff in drafting a bylaw for Council's consideration. If Council adopts the proposed bylaw, staff can then begin developing a records management system that is aligned with industry standards and best practices.

## 4.0 DISCUSSION

The Village's current *Records Retention and Disposition Bylaw 905* was adopted in 1997. It identifies a retention timeline which does not meet LGMA standards, requires a Council resolution for disposal of records, and does not account for electronic records. To bring the Village's records management practices into alignment with industry standards and best practices, staff propose that the 1997 bylaw be repealed and a modernized bylaw be adopted. The proposed *Records Management Bylaw No. 1310, 2025* would allow the Village to migrate from its antiquated filing system to LGMA standards, provide guidance for the management of electronic records, and delegate authority for disposal of records to the Corporate Officer, amongst other benefits. By way of this Staff Report, Council is asked to consider the proposed *Records Management Bylaw No. 1310, 2025*, and provide direction.

## 5.0 OPTIONS

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **THAT Records Management Bylaw No. 1310, 2025 receive first, second, and third readings.**
2. Refer back to staff for further review and report.

## **6.0 FINANCIAL CONSIDERATIONS**

The development of a records management system will require staff time for process and policy creation, records migration and staff training on the new filing system. The new filing system will not require the purchase of software licenses; however, it may require assistance from our information services contractor for large data transfers. The cost is expected to be minimal and can be afforded within the operating budget.

## **7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

### Legislation

Respecting the duty to keep records, the Village is under the jurisdiction of the following BC statutes:

#### (a) Community Charter

Section 148 of the Community Charter requires that a municipal officer must be assigned responsibility to ensure that accurate minutes of the meetings of the council and council committees are prepared. Further this officer must ensure that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe and that access is provided to records of the council and council committees, as required by law or authorized by the council.

Section 149 of the Community Charter requires that a municipal officer must be assigned the responsibility of financial administration, ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe.

#### (b) Freedom of Information and Protection of Privacy Act

Section 6(1) of the Freedom of Information and Protection of Privacy Act requires that the head of a public body make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely.

In addition, section 6(2) of the Act requires the head of a public body to create a record for an applicant if the record can be created from a machine readable record in the custody or under the control of the public body using its normal computer hardware and software and technical expertise and creating the record would not unreasonably interfere with the operations of the public body.

Section 30 of the Act requires that a public body protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized collection, use, disclosure or disposal.

Section 77(a) of the Act requires a local public body to pass a bylaw or other legal instrument by which the local public body acts to designate a person or group of persons as the head of the local public body for the purposes of this Act.

Section 77(c) of the Act permits a local public body to set any fees the local public body requires to be paid under section 75.

In addition to the aforementioned statutes, the following statutes were also considered by the LGMA in developing their *Records Management Manual*:

#### (a) Canada Evidence Act

- (b) Electronic Transactions Act
- (c) Evidence Act
- (d) Information Management Act
- (e) Interpretation Act
- (f) Uniform Law Conference of Canada Uniform Electronic Evidence Act

In addition to the LGMA's *Records Management Manual*, the following standards will form the foundation of processes and procedures that will be developed for the Village in the first quarter of 2025:

- (g) International Standards Organization ("ISO") 15489-1:2016 Information and documentation – Records management – Part 1: Concepts and principles
- (h) ISO 13008:2022 Information and Documentation – Digital records conversion and migration process
- (i) ISO 30300:2020, Information and documentation – Management systems for records – Fundamentals and vocabulary
- (i) ISO 30301:2019/Amended 1:2024, Information and documentation – Management systems for records – Requirements
- (k) ISO 30302:2022, Information and documentation – Management systems for records – Guidelines for implementation

Canadian General Standards Board, Electronic Records as Documentary Evidence (CAN/CGSB-72.34-2024)

#### Bylaw

Records Retention and Disposition Bylaw 905, 1997

### **8.0 STRATEGIC PRIORITIES**

Records & Information Management System - Development

### **9.0 OTHER CONSIDERATIONS**

None to report.

### **RESPECTFULLY SUBMITTED**



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Robert Baker, Chief Administrative Officer  
On behalf of: Codie Jones, Executive Assistant

### **ATTACHMENTS:**

- Village of Kaslo Records Retention and Disposition Bylaw 905
- Records Management Bylaw No. 1310, 2025 - DRAFT

# Records Management Bylaw

*Village of Kaslo*

Bylaw No. 1310, 2025

A bylaw to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records by the Village in the conduct of its operations.

The Council of the Village of Kaslo hereby enacts as follows:

## **TITLE**

1. This bylaw may be cited as the Records Management Bylaw.

## **INTERPRETATION**

2. Interpretation

The definitions used in this bylaw are the same as those in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*.

“Corporate Officer” is the person designated and authorized to act on behalf of the Village of Kaslo to manage and maintain the records management system;

“records management system” includes a system used by the Village of Kaslo to manage the records of the Village of Kaslo from record creation through to records disposal;

## **RECORDS MANAGEMENT SYSTEM ESTABLISHED**

3. The records management system of the Village of Kaslo is established and authorized.

## **COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

4. All records in the custody and control of the employees of the Village of Kaslo are the property of the Village of Kaslo. All records of the Village of Kaslo must comply with this records management system and this bylaw. All employees, management, service providers and volunteers of the Village of Kaslo must comply with this bylaw.

## **CORPORATE OFFICER**

5. The Corporate Officer is responsible for the management and maintenance of the records management system. The Corporate Officer is authorized to manage and maintain the records management system.

## **MANUAL OF PROCEDURES AND POLICY**

6. The Corporate Officer is authorized to create and maintain a manual of procedures and policy (the “Manual”). Records of the Village of Kaslo are created, accessed, maintained and disposed of only as provided by the Manual.
7. The Manual shall provide for management of the records of the Village of Kaslo and include provisions regarding:
  - (a) the making, receiving and capturing and organization of records, including records not authorized for creation;
  - (b) the collection of records (including records not authorized for collection);
  - (c) access to records;
  - (d) disclosure of records;

- (e) maintenance of records;
- (f) managing records;
- (g) using records;
- (h) retention of records;
- (i) security of records, including protection;
- (j) storage of records;
- (k) preservation of records;
- (l) disposal of records, including destruction; and
- (m) any other matter(s) the Corporate Officer authorizes to be included in the Manual.

#### **INTEGRITY AND AUTHENTICITY MAINTAINED**

8. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

#### **AUTHORIZATION TO AMEND MANUAL**

9. The Corporate Officer is authorized to amend the Manual.

#### **COMPLIANCE WITH LAW**

10. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

#### **SEVERABILITY**

11. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

#### **COMING INTO EFFECT**

12. The Records Management Bylaw comes into effect upon adoption.

#### **REPEAL**

13. The Village of Kaslo Records Retention and Disposition Bylaw 905, 1997 and all amendments thereto are hereby repealed.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 1310, 2025 as adopted.

\_\_\_\_\_  
Corporate Officer



VILLAGE OF KASLO

BYLAW 905

A BYLAW TO PROVIDE FOR THE RETENTION, STORAGE AND DISPOSITION OF MUNICIPAL RECORDS

WHEREAS Section 239 of the Municipal Act authorizes the Municipal Clerk to provide safe preservation of all municipal records;

AND WHEREAS it is the desire of the Corporation of the Village of Kaslo to provide specific regulations with respect to the retention and disposal of its records;

AND WHEREAS a Retention and Disposition Policy for the Village of Kaslo has established the life cycle of records maintained by the municipality which specifies which records should be retained permanently and which records should be destroyed and at what stage this should occur;

AND WHEREAS a Records Storage Location Policy for the Village of Kaslo has established the location where records and documents should be stored for active office use; and archives;

NOW THEREFORE, the Council of the Corporation of the Village of Kaslo, in open meeting assembled, hereby enacts as follows:

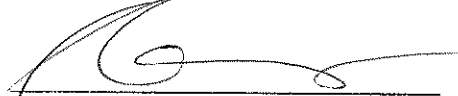
1. This Bylaw may be cited as "Village of Kaslo Records Retention and Disposition Bylaw 905".
2. In this bylaw, "records" means documents of a department; board; committee; or commission established or appointed by Council and includes forms, memoranda, papers, note-books, maps, plans, photographs, films, and/or microfilm created or acquired in connection with public business.
3. "Retention Policy" means the Policy that describes the life cycle of records and documents, attached hereto as Schedule "A".
4. "Records Storage Location Policy" means the policy that describes where the records and documents are stored, attached hereto as Schedule "B".
5. The Municipal Clerk shall ensure that the retention, storage and disposal of records and documents is scheduled in accordance with the Retention Policy and Records Storage Location Policy.
7. Schedules "A" and "B" attached hereto form part of this bylaw.
8. This bylaw shall come into full force and effect upon registration by the Inspector of Municipalities.

READ A FIRST TIME this 23rd day of September 1997.

READ A SECOND TIME this 23rd day of September 1997.


READ A THIRD TIME this 23rd day of September 1997.

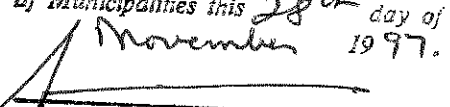
RECONSIDERED AND FINALLY ADOPTED this 14th day of October, 1997.

  
Municipal Clerk

  
Mayor

Certified to be a correct copy of  
Bylaw as adopted this 14th day  
of October, 1997.

  
Municipal Clerk

A true copy of By-law No. 905  
registered in the office of the Inspector  
of Municipalities this 28<sup>th</sup> day of  
November 1997.  
  
Inspector of Municipalities  
For

VILLAGE OF KASLO

RETENTION AND DISPOSITION POLICY

Section A - Records and documents to be retained PERMANENTLY:

Bylaws  
Minute Books  
Burial Permits  
Annual Financial Statements  
General Ledgers  
Historical Records  
Journals (general)  
Tax Sale Records

Section B - Records and documents that may be destroyed after a lapse of TEN YEARS:

Assessment Rolls  
Bank Statements  
Cancelled Cheques  
Vouchers  
Cash Receipts

Section C - Records and documents that may be destroyed after a lapse of EIGHT YEARS:

Tax Rolls  
Subsidiary Ledgers  
Cemetery Receipts

Section D - Records and documents that may be destroyed after a lapse of FIVE YEARS:

Cash Receipts  
Payroll Records (require the permission of the District  
Revenue Canada Taxation Office)  
Time Cards  
T-4's  
Correspondence  
Dog Licence Records  
Trade or Business Licences  
Water and Sewer Billings

Section E - Records and documents that may be destroyed after a lapse as individually specified:

Insurance Policies (one year after expiry)  
Debentures (paid) (Two years after fully paid)  
Personnel Records (7 years after employee's termination)  
Municipal Maps and Plans (when obsolete)  
Contracts and Agreements (when expired)  
Building Permits and Plans (life of buildings)

VILLAGE OF KASLO

RECORDS, STORAGE LOCATION POLICY

Class 1 - Records and documents that may be stored in office as active working files:

Schedule "A" - Sections B, C, D and E

Class 2 - Records and documents that may be stored in archives storage:  
Schedule "A" - Sections B, C, D and E

Class 3 - Records and documents that may be stored in Archives storage:

Schedule "A" - Section A

Bylaws  
Minute Books  
Burial Permits  
Certificate of Title  
Annual Financial Statements  
General Ledgers - Year End to Date  
Historical Records  
Journals (general)  
Tax Sale Records

Class 4 - Records to be destroyed:  
(Council resolution required)

Schedule "A" - Sections B, C, D and E

DATE: January 9, 2025

FILE NUMBER: 1850-20

TO: Robert Baker, Chief Administrative Officer

FROM: Lee Symmes, Legislative Assistant

SUBJECT: 2025 Wood Smoke Reduction Program

**1.0 PURPOSE**

To consider participation in the 2025 RDCK Community Wood Smoke Reduction Program.

**2.0 RECOMMENDATION**

THAT the Village of Kaslo participate in the 2025 RDCK Community Wood Smoke Reduction Program, and provide \$100 in funding per stove exchanged, to a maximum of 5.

**3.0 BACKGROUND**

Through the RDCK, the Village of Kaslo has participated in the Provincial Woodstove Exchange program for many years. Kaslo residents have taken advantage of the financial assistance available through the program to offset the cost of purchasing new, efficient wood stoves. The program will continue for the coming year, renamed as the Community Wood Smoke Reduction Program.

**4.0 DISCUSSION**

In prior years, the Village of Kaslo has limited the number of grants to a maximum of 5 annually and staff recommends continuing with this approach. There have been no complaints received by City Hall regarding the program. Typical uptake is in the range of 1-2 participants annually.

**5.0 OPTIONS**

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Participate in Woodstove Exchange program, maximum 5 grants per year. Up to five grants will be available to Kaslo residents.**
2. Participate in the Woodstove Exchange Program, no limit or alternate limit. The Village will participate in the program, Council may choose whether or not to establish a limit on the number of annual grants available for Kaslo residents.
3. Do not participate in the program. Grants will not be available to Kaslo residents.
4. Refer back to staff for further review and report.

**6.0 FINANCIAL CONSIDERATIONS**

The recommended approach will result in a maximum cost of \$500 to the Village of Kaslo. This falls within the amounts budgeted in the current Five Year Financial Plan Bylaw.

**7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

None

**8.0 STRATEGIC PRIORITIES**

This initiative aligns with the Official Community Plan’s Environment and Sustainability theme.

**9.0 OTHER CONSIDERATIONS**

None

**RESPECTFULLY SUBMITTED**



\_\_\_\_\_  
Lee Symmes, Legislative Assistant

**ATTACHMENTS:**

- Letter from RDCK dated December 13, 2024

**CAO COMMENTS:**

The Provincial government is leading the Community Wood Smoke Reduction Program to encourage citizens to replace non-EPA certified stoves. They are offering grants of \$600-\$3,000 depending on the type of equipment installed and First Nations status. The RDCK has asked if the Village wishes to contribute an additional \$100 towards each individual grant within the Village boundaries. If Council believes there is benefit in offering an additional \$100 incentive to encourage replacement of non-EPA certified stoves, then it should proceed as recommended. If Council does not believe the \$100 incentive is necessary to achieve the goals of the program, then it should provide direction to staff who will advise the RDCK.

**APPROVED FOR SUBMISSION TO COUNCIL:**



Robert Baker, Chief Administrative Officer

January 10, 2024

Date



December 13, 2024

Geri Aasen  
Village of Kaslo  
accounts@kaslo.ca

Dear Geri Aasen:

RE: COMMUNITY WOOD SMOKE REDUCTION PROGRAM

The Community Wood Smoke Reduction Program is an initiative of the provincial government and the Lung Association of BC. The primary goal of the program is to improve air quality and reduce health problems attributable to wood burning. The program provides a financial incentive for residents to replace old, inefficient woodstoves with new, efficient, EPA-certified heating appliances. An education campaign is also part of the program.

The provincial grants allocated will be \$600 grants for the replacement of a non-EPA certified stove or insert with an EPA certified wood stove and \$1000 if the appliance replacing the non-EPA/CSA wood burning stove is a cleaner burning appliance such as a pellet stove or \$1500 for an electric heat pump. The RDCK will no longer will be providing a rebate for propane or natural gas replacements.

The program has made an initiative to encourage First Nations to participate in the Community Wood Smoke Reduction program. The provincial grant for first nations will be \$1200 grants for the replacement of a non-EPA certified stove or insert with an EPA certified wood stove and \$2000 if the appliance replacing the non-EPA/CSA wood burning stove is a cleaner burning appliance such as a pellet stove, and \$3000 for an electric heat pump.

The RDCK is asking if you would like to continue participating in this valuable program throughout 2025:

As a participant in the program, the municipality will be required to do the following:

- Advertise the program on your municipal website;
- Contribute a \$100 rebate for each stove exchanged within your municipality (*Note – your Council may specify a maximum number of rebates for 2025*); and
- Disburse rebate cheques to successful program applicants (*Note – for each exchange, the RDCK will disburse the provincial rebate and then send payment details and a copy of the successful application to the relevant municipality*).

**To confirm that your municipality intends to participate, we require a Council resolution or a letter from your CAO/CFO. Please send this information for my attention by or before January 15, 2025.**

Sincerely:

Nancy Metz  
Administration Assistant Environmental Services  
[Nmetz@rdck.bc.ca](mailto:Nmetz@rdck.bc.ca)  
250-352-1529

DATE: January 10, 2025

FILE NUMBER: 0570

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Manager of Corporate Services

SUBJECT: Signing Authority Updates

**1.0 PURPOSE**

To update the Village's signing authorities, including those at the Kootenay Savings Credit Union, Central 1 Credit Union, the Royal Bank and the Municipal Finance Authority.

**2.0 RECOMMENDATION**

THAT Deputy Treasurer Geri Aasen be added as an authorized signatory for the Village of Kaslo at the Kootenay Savings Credit Union, Central 1 Credit Union, the Royal Bank and the Municipal Finance Authority.

**3.0 BACKGROUND**

Extending signing authority for financial transactions to the Deputy Treasurer is recommended, in accordance with the provisions of the Procurement and Asset Disposal policy adopted by Council on 2024.09.10 and the associated memorandum from the CAO regarding Purchasing Values and Approving Authority dated 2024.12.20. Some financial institutions require a Council resolution to update signing authority.

**4.0 DISCUSSION**

The resolution above will allow the Deputy Treasurer to act on behalf of the Village at the listed financial institutions. The limitations established in the Procurement and Asset Disposal Policy and the Purchasing Values and Approving Authority memorandum will apply. As part of the process, all existing signing authorities, including members of Council, will need to update their information at KSCU.

**5.0 OPTIONS**

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Add the Deputy Treasurer as a signing authority on the Village's accounts.**
2. Do not add the Deputy Treasurer as a signing authority on the Village's accounts.
3. Refer back to staff for further review and report.

**6.0 FINANCIAL CONSIDERATIONS**

There are no costs associated with the recommendation, other than staff time.

**7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

The Village's Procurement and Asset Disposal Policy was adopted by Council at the 2024.09.10 meeting. The 2024.12.20 Purchasing Values and Approving Authority memorandum authorizes the Deputy Treasurer to make purchases of up to \$5,000 without additional authorization.

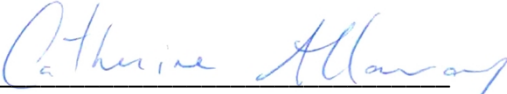
**8.0 STRATEGIC PRIORITIES**

None

**9.0 OTHER CONSIDERATIONS**

None

**RESPECTFULLY SUBMITTED**

  
\_\_\_\_\_  
Catherine Allaway, Manager of Corporate Services

**ATTACHMENTS:**

- Procurement and Asset Disposal Policy
- Purchasing Values and Approving Authority Memorandum

**CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

\_\_\_\_\_  
Robert Baker, Chief Administrative Officer

\_\_\_\_\_  
Date





# MEMORANDUM

TO: Geri Aasen, Deputy Treasurer

FILE NUMBER: 0340-50-01

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Purchasing Values and Approving Authority

Date: December 20, 2024

All Village staff making purchases or entering into contracts must have formal authorization to do so. The Chief Financial Officer (CFO) has been delegated with authority, through the Village’s Procurement and Asset Disposal policy, to identify Authorized Staff that may undertake procurement actions on behalf of the Village up to the amounts identified in the policy. The purpose of this memorandum is to identify the purchasing values and approving authority of specific positions. Authorized Staff may procure goods and services in the amounts delegated to their specific position and within the constraints of the Procurement and Asset Disposal policy.

Procurements that exceed a position’s purchasing value must be approved by their supervisor. For example, if a Utility Operator orders a part for \$1,800 then the Public Works Foreman must approve the invoice, or if the Legislative Assistant orders office equipment for \$3,500 then the Manager of Corporate Services must approve the invoice. Any purchases that exceed \$9,999 must be approved by the CAO.

Authorized Staff	Supervisor	Purchase Value*
Accounts Clerk	Manager of Corporate Services	<b>&lt; \$1,000</b>
Legislative Clerk	Manager of Corporate Services	
Office Clerk	Manager of Corporate Services	
Labourer	Public Works Foreman	
Utility Operator 1	Public Works Foreman	
Utility Operator 2	Public Works Foreman	
Accounting Assistant	Manager of Corporate Services	<b>&lt; \$2,500</b>
Legislative Assistant	Manager of Corporate Services	
Office Assistant	Manager of Corporate Services	
FireSmart Coordinator	Manager of Corporate Services	
Deputy Clerk	Manager of Corporate Services	<b>&lt; \$5,000</b>
Deputy Treasurer	Manager of Corporate Services	
Public Works Foreman	Chief Administrative Officer	<b>&lt; \$10,000</b>
Manager of Corporate Services	Chief Administrative Officer	
Manager of Strategic Initiatives	Chief Administrative Officer	

\* Excludes taxes, duties, freight

DEPARTMENT: Finance FILE NUMBER: 0340-50  
 TITLE: Procurement and Asset Disposal  
 Resolution # 195/2024  
 Effective Date: September 10, 2024 Latest Revision:

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 2.0 REVISION HISTORY ..... 1  
 3.0 SCOPE ..... 1  
 4.0 POLICY ..... 2  
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 6.0 DEFINITIONS ..... 8

### 1.0 PURPOSE

The purpose of the Procurement and Asset Disposal Policy is to deliver the best overall value to the Village of Kaslo (the Village) in its acquisition of goods and services, and disposal of assets, in a manner that is Open, Fair and Transparent. It contributes to the development and diversification of the supply chain in a way that makes positive contributions to the local economy and the overall vibrancy of the community.

### 2.0 REVISION HISTORY

No.	Date	Description

### 3.0 SCOPE

3.1 The Procurement and Asset Disposal Policy applies to anyone directly or indirectly involved in the procurement of goods and services on behalf of the Village.

3.2 The Procurement and Asset Disposal Policy:

- (a) Establishes the principles, values, and intent that the Village of Kaslo will follow in the procurement of its goods and services.
- (b) Confirms the authorizations, approval limits and processes that must be followed in the procurement of those goods and services.
- (c) Sets the process that must be followed for the disposal of surplus equipment, materials and other goods.

3.3 The Procurement and Asset Disposal Policy does not apply to:

- (a) Land and real property acquisitions;
- (b) Facility and land rentals or leases;
- (c) Utilities including hydro, gas and basic telecommunications;
- (d) Borrowing and investing of funds;
- (e) Fees for conferences, conventions, training courses, workshops and seminars;
- (f) Memberships in professional and vocational associations;
- (g) Subject to CAO approval, employment agencies and/or contractors used to backfill vacant employment positions identified and approved in the Financial Plan.

## 4.0 POLICY

### 4.1 Principles

The Village's Procurement and Asset Disposal Policy is guided by the following principles which set the standard for performance:

- Procure the goods and services requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;
- Engage in Open, Fair and Transparent processes;
- Ensure maximum value is obtained during the acquisition of goods and services. The concept of maximum value includes the value derived from social impacts. Where applicable, the total cost of the goods and services purchased should be considered. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance, social impact and environmental impact;
- Take into account wherever practical the commitment to social responsibility, protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.

In addition to the principles outlined above, Village employees will demonstrate ethical purchasing behavior including:

- Declaration of Interest - An employee who has a direct or indirect pecuniary interest with a supplier must disclose this relationship to his or her superior, and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition - While considering the advantages of the Village of Kaslo maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be such that the recipient might be or might reasonably be perceived by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts. All gifts should be reported to the Village Chief Administrative Officer.

## 4.2 Processes

Procurement is the process by which a government acquires goods and services for its own use. The following processes assist Village staff in meeting the Village's procurement objectives and protect the Village and its staff against potential litigation and perceived or actual conflicts of interest.

### 4.2.1 Direct Award

Authorized Staff may make purchases up to \$9,999, excluding taxes, duties, and freight, using their professional judgement to ensure reasonable market price, good value, and favourable contract terms. A minimum of one (1) quote from a local business is required when possible.

Direct award is not suitable where multiple small contracts for the same or similar service will be contracted throughout the year and is reasonably expected to exceed \$25,000 within the year.

For consulting services where specialized expertise and/or experience in local government or specifically with the Village will result in demonstrable cost savings, a Direct Award may be considered with the approval of the CAO up to a contract value of \$25,000.

### 4.2.2 Competitive Bidding

The Village will utilize a competitive bidding process to secure goods and services wherever practical to obtain maximum value for its purchasing dollars. The level of competition required for Village purposes is based on the dollar value and nature of the purchase ensuring the cost associated with administering a competitive process is proportionate to the benefit received because of the competition.

Informal quotes are required as the Method of Purchase for goods and services valued between \$10,000 and \$74,999, excluding taxes, duties, and freight.

Formal quotes are required as the Method of Purchase for goods and services valued at \$75,000 or greater. Formal quotes include a Request for Quotations, Request for Proposals, or Invitation to Tender.

### 4.2.3 Select Bidding

Under certain circumstances, select bidding may be utilized for goods and services valued at \$75,000 or greater rather than public advertising. Select bidding may be utilized if delivery or project deadlines dictate that time is of the essence, or where extraordinary circumstances or market conditions exist. Bid documents must be sent to a minimum of three suppliers of the required goods and services, thereby ensuring a competitive bid process. For projects valued up to \$249,999, a Staff Report with recommendation to award the contract shall be developed by the initiating department for review and approval of the CAO. The use of Select Bidding for projects valued over \$250,000 will require the further approval of Council. A contract or purchase order shall be used to indicate committed values.

#### 4.2.4 Sole Sourcing

The requirement for a competitive process may be waived if negotiating with a single supplier would offer better value. Examples of sole source items includes:

- (a) technological advancement;
- (b) standardization;
- (c) compatibility with another item;
- (d) clearly superior product;
- (e) expertise in a specific area or field that cannot be matched by others;
- (f) warranty requirements.

Negotiations for such items will only be permitted:

- (g) in extraordinary circumstances or market conditions;
- (h) if there is only one supplier for the product or service;
- (i) in Emergency situations.

Sole source purchases valued between \$10,000 to \$74,999 require a Staff Report developed by the initiating department for review and approval of the CAO. The use of Sole Sourcing for projects valued over \$74,999 requires the further approval of Council.

#### 4.2.5 Co-Operative Purchasing

Wherever possible, the Village will participate in cooperative purchasing to afford the taxpayers the benefits of both large volume purchases of common municipal requirements and the administrative efficiency in cooperative acquisition ventures. The co- cooperative purchasing arrangements in place with other agencies must have undergone a competitive bidding process that meets or exceed those of the Village's Policy; only then is no further bid process required by the Village.

#### 4.2.6 Disposal Of Village Assets

The CFO is responsible for the disposal of surplus items which may be obsolete, worn out, too costly to maintain, or no longer required. All surplus assets estimated to have monetary value shall be disposed of in a manner which will receive the best possible return to the Village through public auction or by way of publicly solicited offers.

Generally, Village employees, through public auction or sealed public bids may purchase Village assets or RCMP recovered goods. Those employees not eligible to purchase surplus assets shall be those employees who declared those assets surplus to the Village's needs or requirements.

The CFO shall make all final decisions regarding the disposal of assets in accordance with Village procedures, industry standards, and best practices.

#### 4.2.7 Purchasing Cards

Purchasing Cards are designed to provide a convenient and less burdensome method of procuring and paying for low value goods and services. It replaces a variety of payment processes including petty cash and low-value cheque requisitions. The cards simplify the procurement process, reduce paperwork, speed up vendor payments and empower department heads and administrators to quickly and easily acquire the goods and services they need to manage their business units. The use of purchasing cards requires compliance with this Policy.

#### 4.2.8 Documentation & Methods of Purchase

Procurement processes are supported by written procedures developed by the CFO. Authorized Staff shall follow these procedures and maintain all documentation in accordance with the Village's records management policy, processes, and procedures. The Village is subject to Freedom of Information and Protection of Privacy legislation, therefore purchasing decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our Policy but are able to demonstrate compliance.

The nature of a purchase, as well as its dollar value, determines the procurement process and procedure. This Policy defines the authority of staff to approve the various purchasing thresholds and outlines the methods of purchase. Nothing in this policy restricts the discretion of responsible staff to require a written contract with a supplier whenever circumstances warrant. Except where Direct Award, Select Bidding, or Sole Sourcing is utilized in accordance with this Policy, purchases will be made through Informal or Formal Quotes.

- (a) Informal Quotes shall be sought for purchases valued at \$10,000 to \$74,999, excluding taxes, duties, or freight that are solicited through an informal communication process such as email. Authorized Staff will seek three (3) written quotes with a minimum of one (1) being from a local business when possible. Documentation is required and must include particulars about time, date and nature of supply or goods solicited, whether a quote was received from each Supplier and details of each quote including total contract price. This information shall be summarized in a Staff Report with a recommendation by the initiating department to the CAO for award of the contract. A contract or purchase order shall be used to indicate committed values.
- (b) Formal Quotes are required for non-routine items valued at \$75,000 or more, excluding taxes, duties, or freight. Formal quotes shall be attained through a Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Tender (ITT). A minimum of three suppliers shall be solicited when possible. The process requires development of a description of the goods or services desired, establishing the evaluation criteria, advertising of the opportunity, managing the responses, consolidating the results, analyzing the bids, and awarding a contract. Bids shall be summarized in a Staff Report with a recommendation by the initiating department to the CAO for award of the contract. The use of an RFQ/RFP/ITT valued at over \$250,000 will require the further approval of Council. A contract or purchase order shall be used to indicate committed values.

Evaluation criteria must be established, assigned weights, and specified in the bid solicitation. Criteria may include, but is not limited to, supplier capability and experience, work method, Total Cost of Ownership, and incorporate principles of social value.

All RFQ/RFP/ITT opportunities shall be advertised publicly on the Village's website and on the provincial government's BC Bid website.

#### 4.2.9 Prohibitions/ Restrictions

The following activities are prohibited under this Policy or excluded from the authority delegated to Authorized Staff:

- (a) Procurement of goods or services prior to authorization.
- (b) Procurement of goods and services by non-Authorized Staff.
- (c) Committing the Village to a contract without the appropriate level of authority to do so.
- (d) The dividing of contracts or procurements to avoid the requirements or thresholds of this or any Policy and the applicable Trade Agreements.
- (e) The award of a contract for an expenditure which is not included in the Financial Plan without CFO approval.
- (f) The award of a contract that binds the Village into a Financing Agreement or Non-Standard Credit Terms without the express approval of the CFO.
- (g) The award of a contract that exceeds five years without Council approval.
- (h) The award of a contract that would give rise to a Conflict of Interest between the Authorized Staff and Supplier without CAO approval, or Council approval if the CAO is the Authorized Staff person.
- (i) The purchase of any surplus goods, materials, or equipment by an employee of the Village who declared the goods, materials, or equipment surplus to the Village's needs.

## **5.0 RESPONSIBILITIES**

### **5.1 Council**

The community's values are expressed through Council's Strategic Plan. That strategy is operationalized by a Financial Plan adopted annually by Council. This gives staff authorization to procure goods and services, and dispose of assets, as directed. To ensure a clear and transparent separation of political and administrative functions, and remove any potential or perceived appearance of political influence or bias, Council recognizes the need to be removed from the procurement process from the time it is issued to the market to the point where a contract has been awarded to the successful bidder. Generally, the only exception is when Council is presented with a recommendation to approve award of a contract in accordance with this Policy.

It should be noted, however, that Council maintains the ability to identify any specific procurements that it wishes to have additional approval on, particularly for those contracts that are of high value, involve significant risk, or are of significant interest to the community. Staff also maintain the ability to bring to Council any contract awards or procurements in which they feel Council approval is in the best interest of the Village.

### **5.2 Chief Administrative Officer (CAO)**

The CAO is appointed by Council and is responsible for ensuring staff adhere to Village Policies.

### **5.3 Chief Financial Officer (CFO)**

The CFO is appointed by Council and is responsible for the Village's financial administration and authorization of expenditures in accordance with its Financial Plan. The CFO develops and maintains procedures that enable the Village's Procurement and Asset Disposal Policy and processes. The CFO has been delegated with the authority to identify Authorized Staff.

### **5.4 Managers**

Managers are responsible for ensuring Policy, including the Financial Plan, is followed within their departments. Each department is the expert in the goods and services it purchases and so its role is also to help establish and implement the approved Financial Plan, receive and evaluate supplied goods and services, and provide feedback on the Policy.

### **5.5 Authorized Staff**

All Village staff undertaking procurement actions must have formal authorization to do so. Authorized Staff may award, enter into and execute contracts on behalf of the Village, but only in the amounts delegated through Policy.



## 6.0 DEFINITIONS

Authorized Staff refers to specific positions delegated by the CFO with the authority to enter into Agreements on behalf of the Village that bond the Village to the acquisition of goods and services, as amended from time to time. Staff are only authorized for contracts within their delegated purchasing authority.

Award refers to the business decision by Authorized Staff to enter into and execute contracts for goods and services.

Best Value means the optimal combination of compliant responses to the Village's terms and conditions and contract documents; providing the Village with the best value in Total Cost of Ownership as determined in accordance with specific criteria established by Authorized Staff and communicated during competitive bidding processes. A business case with quantitative information should be drafted to determine the best value.

Bid means a submission from a supplier in response to a solicitation or competition advertised by the Village for a contract to supply goods or perform services for the Village. Bids should only be cancelled where there are circumstances which warrant such action. Bidding processes are costly to all parties.

Change Order means a contract amendment that increases or decreases the Scope of Contract and/or total dollar value of a contract. Change orders can affect the overall value of a contract and should be discussed with the person responsible for the contract and or the designated authority for the policy.

Chief Administrative Officer or "CAO" means the person appointed by Council to hold the position of chief administrative officer for the Village.

Chief Financial Officer or "CFO" means the person appointed by Council to hold the position of finance officer for the Village.

Conflict of Interest - Where an employee of the Village has financial or other interest in goods or services which the Village desires to acquire or dispose of the employee is disqualified from approving the transaction or being an evaluator on any procurements notwithstanding their written authority governed by applicable bylaws. All staff should declare any real or apparent conflicts of interest and may be recused from an evaluation or decision to award.

Consultant means an individual or firm that is not an employee of the Village and provides technical or professional services in the form of advice, plans, designs, policy development, reports or management services which do not result in an output of tangible assets or operational goods.

Debriefing - After a competitive process has been concluded and a contract awarded to the successful proponent, unsuccessful proponents may contact the Village to gain an understanding of where their proposal might be improved for future bid opportunities. Any unsuccessful bidders may contact the Village for a debriefing. The Village should have at least (2) staff present.

Direct Award refers to entering a contract for service without undertaking a competitive bid solicitation. A direct award could be a *sole* source or *single* source. A business case with quantitative information should be drafted to justify the decision and to determine the best value.

Emergency will be defined as an unforeseen, present and/or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by forces of nature that pose an immediate threat to the safety of the Village; that would have irreversible impacts on the environment if not addressed immediately; and/or where an immediate action will mitigate further financial loss to the Village. An emergency is not a circumstance created by project administrative issues, lack of sufficient planning or failure to comply with Village policies.

Environmental Impact describes the positive and negative effects the Village has on the environment.

Financial Plan refers to the Village's 5 Year Financial Plan Bylaw which sets out the proposed expenditures of the Village, proposed funding sources and transfers between funds.

Financing Agreements include leases, promissory notes and other financial instruments that bound the Village to a payment plan and financing rates. Execution of Financing Agreements is not delegated to Authorized Staff as defined under this Policy.

Formal Competitive Bid is a Bid solicitation which must be advertised on BC Bid and the Village's website.

Manager of Corporate Services or Corporate Officer (CO) means the person appointed by Council to hold the position of corporate officer for the Village.

Integrity refers to conducting procurement processes with honesty, ethical standards, and in compliance with the Village policies.

Invitation to Tender (ITT) - An ITT is a price-based competitive solicitation intended to award a contract to the lowest qualified bidder. Generally, it involves larger investments such as capital goods or infrastructure and is complex in nature.

Mayor includes a Council appointed Acting Mayor.

Officer refers to Chief Administrative Officer, Financial Officer or Corporate Officer pursuant to the Community Charter and includes Staff appointed by Council into Deputy Officer positions.

Open, Fair, and Transparent means ensuring that the public is aware of and permitted to compete for supply opportunities in their demonstrated field of expertise.

Proponent refers to suppliers, contractors or consultants that may receive or may be responding to a particular bid request from the Village.

Purchasing Card is the Village purchasing card issued to department staff for purchases as per the program procedure guide. Purchasing cards can be used to buy low value goods or services; and to pay invoices.

Request for Expression of Interest (RFEOI) – A non-binding process used to find suppliers who are interested in providing the goods and services for a project or contract. Non-binding on any parties and used prior to issuing any form of competitive bid or a direct award.

Request for Information (RFI) – A non-binding process used by the Village to gather information from the marketplace during the planning stage of procurement. Similar to an RFEOI and is non-binding on any party to obtain market information.

Request for Pre-qualification (RFPQ) - A non-binding process in which suppliers may put forth their qualifications to be considered for inclusion on a short list of suppliers invited to respond to a subsequent supply request. RFPQs enable the Village to prequalify suppliers for services on an as when and required basis.

Request for Quotations (RFQ) - An RFQ is a price-based competitive solicitation process where there is a clear set of specifications, and the Village wants to find the lowest price. An RFQ is an efficient means of getting the best price on widely distributed homogeneous products or services.

Request for Proposal (RFP) - An RFP is a binding solicitation process used to seek both competitive and innovative solutions from proponents where price has a lower weighting in the overall criteria.

Request for Standing Offer (RFSO) – An RFSO is used to create a list of one or more suppliers to provide goods and / or services on an if and when required basis.

Revised Contract Value is the value of the contract awarded plus all change orders or additions to that contract over the course of the contract.

Preferred Supplier List is a list of Suppliers determined by a competitive process. Suppliers are prequalified for multiple small dollar contracts or procurements of a similar nature that are likely to exceed \$25,000 annually.

Single Source - A contract directly awarded to a supplier, without a competitive process, where other potential suppliers may be available. However, due to defensible conditions, a competitive bid process was waived.

Scope of Contract means predefined deliverables in the bid or contract. It includes additional works that may not have been foreseen at the time of contracting or bid, but that are necessary to meet the defined deliverables.

Social Benefit describes the positive social impact of the Village’s procurement activities. It can include but not be limited to diversifying the Supplier base and engaging First Nations companies, Social Enterprises and not for profit organizations.

Social Enterprises are businesses that sell goods and services; they embed a social, cultural or environmental purpose into the business, and they reinvest the majority of profits (51%+) into their social mission. The Village can work with social enterprises to positively affect local employment and economic development.

Social Procurement is a procurement practice that seeks to leverage existing procurement activities to achieve positive social outcomes such as environmental, social and economic benefits that align with community values and the Village's Official Community Plan and Strategic Plan. An important component when considering the total cost of ownership.

Social Value means supporting Council's Strategic Plan through the programs or services delivered by the Village that impact the wellbeing of individuals and the community.

Sole Source - A contract directly awarded to or negotiated with a sole supplier, without a competitive process. With a sole source there is only one capable and available supplier.

Standard - Where the Village adopts a single standard or brand for equipment, goods, vehicles, hardware, or software to ensure compatibility, safety, and / or quality to ensure the Village can be fiscally responsible. Any standard or standards-related measure that the Village adopts or maintains will not be more trade restrictive than necessary to achieve its legitimate objectives

Strategic Priorities – The mission, vision, values, goals, and strategies articulated in the Village's Strategic Plan.

Supplier is any person or business that supplies goods or services to the Village, also referred to as a Vendor.

Total Cost of Ownership means the direct social, environmental and financial costs to the Village of products, services and construction during their acquisition, use and end of life phases. All contracts will be evaluated based on the full range of costs that may include acquisition, maintenance, replacement, legal disposal, training costs, environmental and social impacts associated with goods or services.

Trade Agreements means any Government of Canada, or Province of British Columbia or International trade agreement that apply to the procurement practices of municipalities in British Columbia.

Workforce Development means offering education development and training opportunities in the form of work-integrated learning, skills training and other developmental support to employees, contractors or volunteers. Workforce development is a critical component in social procurement.

Unsolicited Proposal means a proposal from a supplier received by the Village which has not been solicited through a competitive process. Unsolicited proposals should not be considered further if there are contracts already in place. However, innovative goods or services could be assessed based on operational priorities and trial evaluations conducted.

Appendix A – Summary of Purchase Values and Approving Authority

<b>Purchase Value*</b>	<b>Goods and Services \$0 - \$9,999</b>	<b>Goods and Services \$10,000 – \$74,999</b>	<b>Goods and Services \$75,000 - \$250,000</b>	<b>Goods and Services \$250,000+</b>
<b>Approval Authority</b>	Authorized Staff	CFO, CAO	CFO, CAO	Council
<b>Documentation</b>	Direct award	Informal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO/Council for approval.
<b>Method of Purchase</b>	Discretionary, based on professional judgement	Three (3) written quotes with a minimum of one (1) being from a local business when possible.	RFQ, RFP, ITT	RFQ, RFP, ITT
<b>Commitment</b>	Coding & Signature	Contract or PO	Contract or PO	Contract or PO

\* Excludes taxes, duties, freight



# STAFF REPORT

DATE: January 10, 2025

FILE NUMBER: 3030-20

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Manager of Corporate Services

SUBJECT: South Beach RV Park Proposal

## 1.0 PURPOSE

To consider the South Beach RV Park Proposal that was included in the agenda package for the 2024.12.17 Special Meeting.

## 2.0 RECOMMENDATION

THAT a decision regarding the RV Park Proposal - Conditions of Purchase and Sale Agreement be deferred until the additional information identified by Council at the 2024.12.17 Special Meeting can be presented

## 3.0 BACKGROUND

At the 2024.12.17 Special Meeting, Council adopted the following resolutions:

273/2024	<p>THAT staff be directed to obtain clarity regarding the interpretation of the DPA requirements and whether an RV Park is permitted within the area of the Lakefront Protection DPA; and</p> <p>THAT staff be directed to obtain additional information about including a boat launch in the proposal; and</p> <p>THAT staff be directed to invite the South Beach Working Group to appear as a delegation to Council; and</p> <p>THAT staff be directed to create and make public an outline of the steps to follow and the implications of decisions at the different steps.</p>
274/2024	<p>THAT the decision to fully execute a Purchase and Sale Agreement with QP Developments to enable development of their RV Park under the conditions detailed in the Staff Report titled RV Park Proposal - Purchase and Sale Agreement, dated December 13, 2024 be held in abeyance until January 14, 2025.</p>
275/2024	<p>THAT staff invite the South Beach Working Group to appear as a delegation at a Committee of the Whole meeting prior to January 14, 2025.</p>

## 4.0 DISCUSSION

The South Beach Working group is scheduled to appear as a delegation at the 2025.01.13 Committee of the Whole Meeting. Staff is working on gathering the information identified in resolution 273/2024, which will be presented at a future meeting.

## 5.0 OPTIONS

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Delay a decision until the requested information has been gathered and presented.**
2. Make a decision (see Staff Report dated December 13, 2024 for options)
3. Refer back to staff for further review and report. (This would be the option to select if Council is looking for additional information, beyond the items identified in resolution 274/2024.)

## 6.0 FINANCIAL CONSIDERATIONS

None

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

See Staff Report dated December 13, 2024

## 8.0 STRATEGIC PRIORITIES

See Staff Report dated December 13, 2024

## 9.0 OTHER CONSIDERATIONS

None

## RESPECTFULLY SUBMITTED



Catherine Allaway, Manager of Corporate Services

## ATTACHMENTS:

- Staff Report dated December 13, 2024

## CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

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Robert Baker, Chief Administrative Officer

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Date

DATE: December 13, 2024

FILE NUMBER: 3030-20

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: RV Park Proposal – Conditions of Purchase and Sale Agreement

---

**1.0 PURPOSE**

To provide Council with information and seek direction related to the RV Park proposal and conditions of a Purchase and Sale Agreement.

**2.0 RECOMMENDATION**

THAT staff fully execute a Purchase and Sale Agreement with QP Developments to enable development of their RV Park under the conditions detailed in the Staff Report titled RV Park Proposal - Purchase and Sale Agreement, dated December 13, 2024.

**3.0 BACKGROUND**

At the August 27, 2024, Council meeting, a resolution was passed to finalize the conditions of a Purchase and Sale Agreement with QP Developments for the exchange of land that would enable their proposed RV Park development to proceed. This was followed by a Council tour of the site with the developer on September 24<sup>th</sup>, and a meeting between staff and the developer on September 25<sup>th</sup> to discuss conditions of the Agreement. On October 11<sup>th</sup>, the developer provided the Village with an updated appraisal that took into consideration the road right-of-way at the entrance to the subject lands, as well as an updated sketch plan. Since then, there have been negotiations related to the Lake Protection Setback area and the two parties are working towards a final determination of the net land transfer area. The information within this Staff Report is provided to help Council determine whether sufficient public input has been received and to present the most up to date information regarding conditions that would have to be satisfied for a land transfer to be completed.

**4.0 DISCUSSION**

If Council has received sufficient public input over the last year and agrees with the conditions described in this Staff Report, then direction can be given to staff to fully execute a Purchase and Sale Agreement with the developer. The developer would then send the Village a deposit, and both parties would begin working on the conditions that must be met before closing documents can be prepared. If any conditions are not met, then the land transfer would not be completed.

**Land Disposition**

The Village owns road allowances which are of interest to the developer, QP Developments, and the developer has offered land to the Village in exchange. Since staff's meeting with the developer on September 25<sup>th</sup>, an amendment letter was issued by the Appraiser to remove the 20-meter road right of way from the net land transfer area. The average value of each acre remains \$52,500, but the final net land transfer area and financial compensation has not been determined. Council is seeking to own all land within the Stream and Lake Protection Setback areas, which is 30-meters and 15-meters respectively. The developer is



agreeable to Council's request to own the Lake Protection Setback area if a boat launch is permitted to be constructed through the land for the benefit of RV Park users. A non-motorized pleasure craft launch is a permissible passive recreation amenity identified in the Village's official community plan (OCP) Section 16.0 Development Permit Areas, and could be enabled with a license of occupation, lease, or easement.

### **Paths/ Walkways**

As part of their offer, the developer has proposed that they construct a multi-use path within the 30-meter Stream Protection Setback along the public road, from the highway to the RV Park entrance, that enables pedestrian and bike connectivity. They estimate the cost to be \$29,700. They have also offered to construct a walkway from this path to the lakeshore at the mouth of the river. The cost of this extension is estimated to be \$15,000. All of this is to ensure the public has access to the river and lakeshore.

### **Lakeshore - Statutory Right-of-Way OR Dedication**

The developer currently owns the land along the lakeshore. Earlier this year, the developer offered to give the Village a statutory right of way along the lakeshore as a path for public use. During a meeting on August 27, 2024, Council expressed satisfaction with the offer. However, the developer recently affirmed its desire to subdivide the RV Park area as bare land strata, which would be a condition precedent in the Purchase and Sale Agreement. This type of subdivision enables the Village's Approving Officer, by regulation, to require a dedication of land not exceeding 7-meters in width along the lakeshore for the purpose of providing public access, if, in the Approving Officer's opinion, it is in the public interest to do so. The dedication would occur at the time of subdivision. For clarity, a *statutory right of way* would provide public access, but ownership of the land would remain private, whereas a *dedication* would give public access, and the Village would acquire ownership of the land. Please refer to the Staff Report dated August 21, 2024, for commentary on why the Village might want the developer to retain ownership of all the land within the Lake Protection Setback area. Further to those comments, there are reasons why the Village may prefer that the public have ownership of land along the lakeshore, including control above and beyond the restrictions the Village has in place through its OCP for Waterfront Development Areas, Lakefront Protection Development Permit Areas, environmental restrictions imposed on the Lake Protection Setback area, and covenants that would be on titles. The types of things the Village might want greater control of are:

- (a) Possible access to a 12.9 acre water parcel owned by the Crown which could be leased to the owner of adjacent land, and
- (b) Possible construction of a non-motorized boat launch by the developer. If the Village owns the land along the lakeshore, it will have greater control over whether and where the RV Park can construct a boat launch.



Image depicting Crown water parcel along the lakeshore

With respect to lakeshore *statutory right of way* or *dedication*, Council was recently presented with the following options:

1. Decide that it is comfortable with a statutory right of way along the lakeshore and leave it up to the Approving Officer to decide, at the time of subdivision, whether a strip of land up to 7-meters wide shall be dedicated. The width of a statutory right of way for the purpose of a public path would be 3-meters, unless Council provides other direction.
2. Require a strip of land along the lakeshore to be dedicated as a condition of land transfer.

The key question is whether Council is agreeable to disposing of Village road allowances or rezone the land regardless of whether a strip of land be dedicated for public access. If yes, then option 1 is agreeable. However, Council has decided that it would prefer a 15-meter strip of land, which is concurrent with the Lake Protection Setback area, be dedicated for public access to the waterfront, rather than leaving it up to the Approving Officer to decide whether a 7-meter strip of land would be a condition of subdivision. It should be noted that Council cannot force the Approving Officer to require land dedication as a condition of subdivision, and since Council wants to guarantee public access to the lake, it has decided to exercise its control through land exchange.

### **Zoning Amendment Bylaw**

Although the conditions of a Purchase and Sale Agreement have evolved over the last year, the proposed zoning amendment bylaw #1298 for *C4 Commercial Recreation – RV Camping* has not changed. It received its first reading in November 2023, and Council passed a resolution at its August 21<sup>st</sup>, 2024, meeting to proceed to second reading. Village staff are refraining from scheduling second reading until Council has decided on the conditions of a Purchase and Sale Agreement because if the land transfer is not going to proceed then there may be no need to proceed with rezoning. During the second reading of bylaw #1298, Council may revise the bylaw to regulate the number of RV sites, seasonal use, storage, etc. The details of this can be determined as a condition of the Purchase and Sale Agreement.

### **Public Engagement**

A public hearing is sometimes required when there is a proposed amendment to a zoning bylaw. The purpose of a public hearing is to allow citizens to make representations to their local government respecting matters contained in the bylaw. More specifically, a public hearing allows people who believe that their interest in property is affected by the proposed bylaw to be afforded a reasonable opportunity to be heard or present written submissions. However, a public hearing is not required when the proposed bylaw is consistent with the OCP as public input has already been received through development of the OCP and its bylaw adoption process. With respect to proposed bylaw #1298, Council can be assured that it is congruent with the OCP and a public hearing is not a statutory requirement of the process.

Although a public hearing is not required for proposed bylaw #1298, Council was keen to receive public input on the RV Park development proposal and so the developer was asked to conduct a public information session in November 2023. At the meeting, the public was given an opportunity to learn about the proposed RV Park and ask questions. A summary was provided to Council in December 2023. Over the last year, the Village has made available on its website all the information provided to Council in open meetings and has received numerous written submissions from citizens. Staff have also met in-person with citizens and had discussions over the phone and via email to clarify information.

Notwithstanding the meeting summary and written submissions that Council has received, a public hearing is permitted between first and third readings of the proposed bylaw #1298. It is staff's opinion that some of the public contention regarding the RV Park is not in relation to the rezoning application, but rather the construction of an RV Park on lands that some would like to remain undeveloped. As the root of their concern is not re-zoning, a public hearing would not be the most appropriate way to prompt public input on the RV Park proposal. The most appropriate way would be through a public information session, which occurred in November 2023.

If Council would like more public input than what it has already received throughout the last year, then staff would suggest Council hold in abeyance a decision regarding the Purchase and Sale Agreement, and the developer be asked to conduct another public information session to prompt feedback. If it's the will of Council, its members and staff could be in attendance. Their primary role would be to observe and receive input.

In recent weeks, discussion with Council has occurred regarding an Open House to provide an informal opportunity for citizens, Council, and staff to communicate. An Open House typically doesn't have an agenda or speakers, and so this form of public engagement might not be appropriate for the subject matter. Moreover, an Open House would be at the expense of the Village, whereas a public information session would be coordinated by the developer at their expense. A key question for Council is whether another public information session is required, or does Council believe it has received sufficient public input over the last year.

### **Conditions**

Council's endorsement of the conditions detailed in this Staff Report and direction for staff to fully execute a Purchase and Sale Agreement does not guarantee that the land transfer will be completed. There are conditions that must be met by both parties, and public notices must be issued for road closures, land disposal, and RV Park regulations. These public notices are intended to prompt public input and will occur regardless of whether another public information session is held by the developer. If all conditions of a Purchase and Sale Agreement are met, then closing documents can be prepared and the land transfer will be complete. The key conditions for Council to consider are as follows:

#### Village's Conditions

- a. A land survey be performed that withstands the scrutiny of the Village, including the location of the natural boundary.
- b. An independent third-party calculates the land transfer areas.
- c. The Village receives fair compensation based on the net land transfer and appraiser's estimated fair market value of \$52,500/acre. The lake protection setback area is not intended to be included in the calculation.
- d. Stream and Lake Protection Setback areas become public land.
- e. The developer has conducted Archaeological, Environmental, Flood Hazard, and Sewerage Dispersal assessments. They will be scrutinized by the Village, and the developer will be required to abide by all recommendations.
- f. Developer to comply with the Environmental Management Act Contaminated Sites Regulation.
- g. Issue a notice to adopt a road closure bylaw, as well as a notice of disposition for road allowances. The public will have an opportunity to provide input for Council's consideration when these notices are issued.

- h. Referrals to Ministries, including approval of road closure bylaw, and then Council adoption. If the road closure bylaw is not adopted, then the Village cannot dispose of the road allowances.
- i. Second and third readings to proposed bylaw #1298 for *C4 Commercial Recreation – RV Camping*. Council may amend the bylaw to regulate the number of RV sites, seasonal use, storage, etc. Council may choose to conduct a public hearing as part of the process, although the public has already been afforded an opportunity to provide input through development of the OCP and bylaw adoption process in 2022, and the proposed bylaw is congruent with the OCP, so staff would suggest that this is not necessary.
- j. Walkways and pathways along river to be constructed.
- k. Road to be constructed from highway to RV Park by the developer at their expense.
- l. The Village must be satisfied with developer’s indigenous people’s consultation.

Developer’s Conditions

- m. Satisfied with the condition of road allowances.
- n. Satisfied with any conditions imposed by Approving Officer for approval of the consolidation plan and bare land strata subdivision plan.

Mutual Conditions

- o. Agreement on the net area of land exchange.
- p. Agreement on the terms of service right of way for raw water line, and register the right of way on titles.
- q. Adoption of proposed bylaw #1298 for *C4 Commercial Recreation – RV Camping*.
- r. RV Park regulations enacted through existing or new bylaws, and/or placing covenants on title. If a bylaw is required, the public will have an opportunity to provide input for Council’s consideration. Regulations may include the number of RV sites, seasonal use, watering restrictions, amenities, etc. The Village has considerable control over the specific features of the proposed RV Park.
- s. Approving Officer approval of consolidation plan and subdivision plan. Further conditions may apply.

**5.0 OPTIONS**

If Council believes it has received sufficient public input over the last year, then its attention can focus on the conditions identified in this Staff Report, and consider passing a resolution that provides direction to staff.

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **Council endorses the conditions of the Purchase and Sale Agreement.** *Staff will fully execute the Agreement. The developer will then send the Village a deposit, and both parties will begin working on conditions that must be met before closing documents can be prepared.*
2. Council does not approve of the land transfer. *The developer will be notified, and the zoning amendment bylaw will die unless the developer wishes for it to proceed without land transfer. Council may choose to provide a counter-offer to purchase the developer’s land in hopes of turning the property into a park or other public service. The counter-offer could come now, or at a later date.*
3. Council holds a decision in abeyance. *Staff will advise the developer. Council direction is required if it would like the developer to conduct another public information session to receive feedback, or if there’s other information required to make a decision.*

## 6.0 FINANCIAL CONSIDERATIONS

All costs associated with developing the Purchase and Sale Agreement and satisfying its conditions are the responsibility of the developer, excluding Village staff time. If the developer doesn't declare that their conditions have been met or they are not otherwise satisfied, then the developer would forfeit a portion of their deposit to the Village.

## 7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

### Legislation

Community Charter, Part 4 — Public Participation and Council Accountability

Division 1 — Elections, Petitions and Community Opinion

*Council may seek community opinion*

*83 (1) A council may seek community opinion on a question that the council believes affects the municipality, by voting or any other process the council considers appropriate.*

*(2) The results of a process under this section are not binding on the council.*

Division 3 — Public Hearings on Planning and Land Use Bylaws

*When public hearing is required*

*464 (2) A local government is not required to hold a public hearing on a proposed zoning bylaw if*

*(a) an official community plan is in effect for the area that is the subject of the zoning bylaw, and*

*(b) the bylaw is consistent with the official community plan.*

BC Land Act - Definitions

*"Natural boundary" means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself.*

### Bylaws

#1298 C4 Commercial Recreation – RV Camping [at first reading]

#1280 Official Community Plan

#1193 Floodplain Management Provisions

### Policy

Official Community Plan, Section 11.0 Waterfront Development Area

Subsection 11.2 Policies – Development on a floodplain within Waterfront Development Areas is limited to passive recreational uses, which may include seasonal campgrounds/RV Parks and require appropriate flood mitigation measures as determined by a qualified professional. Map F of the OCP depicts the Waterfront Development Area, and the Lakefront Protection Area which exists within it.

Section 16.0 Development Permit Areas [DPA]

Subsection 16.4 Lakefront Protection – The guidelines for development within the lakefront protection area state that it shall be limited to passive recreational amenities, such as walking and multi-use trails, natural parks areas, non-motorized pleasure craft launches, and park benches. This means the developer is not permitted to construct its RV Park or a 'motorized' boat launch within the DPA; the boundary of the RV Park would stop at the DPA. An Environmental Impact Assessment (EIA) has been prepared by a qualified professional, Ecoscape Environmental Consultants, and the developer will be required to adhere to all recommendations of the EIA for a Development Permit to be issued by the Village.

## **8.0 STRATEGIC PRIORITIES - 2023-2026**

Planning & Development – campground expansion

Economy – waterfront development, land disposition, business retention & expansion

Parks & Natural Area – options for removing golf course irrigation from municipal system, Kaslo River dike and bank flood and erosion improvements

## **9.0 OTHER CONSIDERATIONS**

The Public Information Session that occurred in November 2023 identified areas of public concern. Over the last year, emails and letters have been received which have been provided to Council. The following information is in response to some of the questions and concerns raised over the last year.

### Public Input

The development site is on a floodplain and construction is limited by the environmental constraints imposed by provincial and federal legislation. The Village has adopted bylaws to further regulate the use of this land, including #1193 Floodplain Management Provisions and #1280 Official Community Plan. These bylaws received public input and three readings of Council before they were adopted. Through these processes, the public has influenced the type and extent of development that can occur on the subject lands. The public process for adoption of bylaw #1193 and #1280 resulted in the proposed RV Park being a permitted use of the subject lands.

The summary report for the Public Information Session is attached to this Staff Report. Since that meeting, Council has discussed the proposed RV Park development during open meetings, considered questions from the public, made all Staff Reports available to the public, as well as all emails and letters addressed to Council.

### Public Access to River and Lake

A primary concern for Council has been ensuring public access to the river and lake. The proposed land exchange provides legal and improved public access to the river and lakeshore through continuous land ownership. More specifically, the Village would own all land within the Stream and Lakefront Protection Setback areas. Along the river, the developer has offered to construct a path and trail, as well as provide public parking at the entrance to the RV Park.

### Environmental Protection

Environmental protection of the river and lake is provided through provincial and federal legislation including the BC Building Code. Further, the Village's OCP was developed in accordance with the Kootenay Lake Shoreline Guidance Document. It directs shoreline development of docks, retaining walls, and dredging activities to protect high value shoreline habitats. The developer would be required to adhere to an Environmental Impact Assessment (Ecoscape Environmental), Flood Hazard Assessment (Watershed Engineering), a Sewerage Dispersal Assessment (Deanstech Consulting).

### Capacity of Water Supply System

A report developed for the Village's OCP identifies that its water supply system can support a population of around 1,500. The system can reach capacity during hot, dry summer days due to lawn watering. To mitigate the risk to water supply, watering restrictions should be applied to the RV Park, and the Village has negotiated a statutory right of way to be registered on titles for a raw water line between the lake and golf course. This will enable the golf course's irrigation to be removed from the Village's treated water system, however the cost of installation is currently unknown.

### Economic Development

The role of local government in economic development is to initiate the community's planning efforts through an OCP which in effect shapes community growth and land use. As a facilitator of economic development, Council is being asked to assess whether the proposed RV Park is aligned with the Village's OCP, and if so, facilitate the development process through zoning, subdivision, and permitting. If Council enables the proposed RV Park development to proceed, it would be facilitating the economic development that the Village's OCP is intended to initiate. More specifically, the proposed RV Park would contribute to seasonal tourism, which in turn supports the sustainability of the SS Moyie, Visitor's Centre, and golf course. Local businesses that rely on tourism, including restaurants and stores, would also benefit.

Historically, Jazz Fest has used the subject lands for camping, and their organizers have indicated that they will find alternate land for camping and can use buses to transport participants as needed. No major concerns have been expressed.

### Present Natural Boundary of Lake

The fair compensation estimate provided by Dedora Schoenne in May 2022, and amended in October 2024, indicates that the developer's consultant has calculated land transfer areas using CAD drawings of the legal Posting Plan that was reportedly certified by Hango Land Surveying in 2023. Dedora Schoenne assumes the accuracy of the consultants' calculations. Upon further investigation, the most recent land survey was carried out in 2017. The Village has not scrutinized the 2017 survey or verified the accuracy of consultant's calculations. Of particular interest to the Village would be the present natural boundary of the lake as its location determines where the Lake Protection Setback area begins and the net area for land transfer. Conditions of the Purchase and Sale Agreement should include a current land survey that withstands the scrutiny of the Village, and that an independent third-party calculate the land transfer areas.

**RESPECTFULLY SUBMITTED**



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Robert Baker, Chief Administrative Officer

Attachments: *Public Information Meeting - Summary*  
*Sketch Plan, 2024-12-12*  
*Official Community Plan, 2022 - Map F*



Quality Property Developments Inc – Rezoning Application for Old Sawmill Site, Kaslo, BC

## **REPORT SUMMARIZING PUBLIC INFORMATION MEETING OUTCOMES**

November 29, 2023

This report is provided to the Village of Kaslo as a requirement of the rezoning application to amend the permitted land use from the current M1 (Industrial) zone to: P1 (Park and Open Space); RM1 (Multiple Residential) and C4 (Commercial Recreation – RV Park).

### **1.0 Awareness of Meeting**

The Meeting intent, date/time and location was advertised for the previous weeks before the meeting date as per bylaw requirements. The Notice was posted on at least the following with follow up communication for each, confirming all had been carried out:

- The Valley Voice Newspaper
- Pennywise
- The Kaslo and District Chamber of Commerce Website/Newsletter
- The Village of Kaslo Website
- Direct Invitations to Staff and Council of the Village of Kaslo
- The Legion Hall Officials

### **2.0 Meeting Location and Details**

The Information Meeting was held at the Kaslo Legion Hall on November 29, 2023. The session involved an Open House format advertised to run from 5 pm to 8 pm, with a brief presentation to be held at 6:30 pm. A series of Poster Boards with maps and graphics along with the complete application submission were on display for all meeting participants to view. A power point presentation was used along with presenters from the consulting team and the development proponent. Those individuals included, Dave Cullen, Senior Engineer and Ed Grifone, Senior Planner/Agent from CTQ Consultants Ltd, and Dale Unruh, CEO and President of Quality Property Development Inc. All details and materials are available to the Village. An exit Comment Form was used to solicit feedback. (Attached) Participants were asked to leave to completed forms in a drop box, drop them at the Village Office or submit by email to CTQ Consultants: *attn Ms Anne McTaggart, by December 8.*



### **3.0 Attendance**

It was estimated that the attendance was 43 people with possibly a few more that came and left in advance of the presentation. Several people had the opportunity to discuss the project and asked questions of the consultants and the proponent in advance of and after the presentation. At least the Mayor and one councillor, plus the Village CAO was noted to be in attendance.

### **4.0 Comment Sheets**

The comment sheet included two pages. 16 residents responded, some completed the form, while a few attached further written comments in email versions of their responses. Some referenced that they were responding for two people (likely same household). 8 people identified themselves. Two further respondents contacted the consultant in advance of the meeting date. Questions were answered directly and/or information was provided.

### **5.0 Topics**

A series of 9 topic areas were offered to help participants provide comments or ask questions about the proposed development/rezoning. Generally, they were as follows:

1. Overall Proposed Use of the Land
2. Protection of the Riparian Area along the River
3. Dedicated parkland and Public Trail Connection to the Lakefront
4. Idea of the RV Park as a Seasonal Use Camping Facility
5. The small Residential Area at end of Birch Ave
6. Environmental Impact Concerns that we should address in DPs
7. Flood Mitigation and Controls
8. Infrastructure
9. Other

## 6.0 Responses

Generally, the responses in support vs objection/non support were as follows:

**Support/In Favor - 13**

**Non-Support/Objections - 3**

## 7.0 Areas of Concern/Questions

**1. Proposed Land Use :** Although most respondents recognized that (1) the RV Park made sense for the lower lands, (2) there are opportunities for some residential up top and (3) that protection of the River's edge is necessary, issues noted were as follows:

### RV Camping/C-4 Zone

- Can we drop the number of sites to 65 or 70
- Desire to have more tent camping included
- Concern for increased population
- Less density to avoid unsightliness
- Feels RVs can be a liability to the municipality, but Tiny homes would not be as people would live there full time
- Desire to have Tiny homes (with wheels)
- Kaslo does not need more RV camping facilities as Municipal Campground barely full
- Storage of RVs not wanted (as year round)
- RV park is a good use of land for short term, but look at long term potential (e.g. housing)

### Residential/RM-1

- Desire for more affordable housing, Tiny homes anywhere on site
- Desire for more Tiny homes up top
- Do we have enough water to support growth

## **Park/Open Space /P1**

- Desire for wider protection than the 30 meters from River's edge
- Desire to see Lakefront become a park or protect wider area for public use
- Desire to see River protected with Rip rap
- Keep RVs away from Lakefront
- Desire to see public trail connect to Lakefront

## **2. Protection of Riparian Area along River**

- Was there any idea of a foot bridge over the river at 3<sup>rd</sup> Street
- More green space desired
- Concern for effect of septic on river
- Rip rap to be paid for by developer
- Wider park strip for access
- Community recreation next to river
- 30 m band should continue along lakefront too
- Take more of the lot for public access
- Thinks flood wall is only 15 from river's edge (concern for intensity of flow)
- Size/length of RV pads could be made shorter along the riverside

## **3. Dedicated Parkland and Trail Connection**

- Need access to lakefront too
- Make lakefront a public park

## **4. Idea of RV Park for Seasonal Use**

- Some people want housing, so how about full year RVs
- Tiny homes instead of RVs
- View impact/unsightliness
- RV versus camping, more space for tent camping (overnight camping/short term?)
- Water and septic use implications
- Concern that RVs are parked and uninhabited most of the year, and still not contributing to the community and housing needs
- Set aside part of the RV park for Tiny homes

## 5. Residential Area at end of Birch

- Concern that homes, even if only a few, will not address need for affordable housing
- Water availability
- Squeeze in more units

## 6. Environmental Impact Concerns

- Protect as much as possible
- Protect lakefront
- Ensure septic system will not be affected if flooded
- Make river buffer larger to protect wildlife passage
- Responsibility of protection of river's edge and beach given to the Municipality
- No mention of consultation with local authorities (Ecoscape well aware of all legislation)
- Have soils where mill was located been tested....main concern.
- Animal access to the water must be protected

## 7. Flood Mitigation and Controls

- Rip rap on south side should not extend any further than it does on the north side. The river in flood should be expected to expand after the rip rap area ends.
- Deal with flood mitigation on the south side as the Village has done on north side

## 8. Infrastructure

- No major concern for boat launch but protect lakefront for public access
- Road access to be made wide enough to access with large units (or tiny homes on wheels)
- Water availability re fire protection
- Impact on septic system from potential flood

## 9. Other

- General concern about impact of more part residents , above and beyond the additional tourists
- Questions tourism benefit vs quality of life
- Feeling that Kaslo does not have the resources to support the increase in population
- Impact of traffic and access onto the highway from the site
- Linking public access and green space should be a priority
- Protection of the riverbank riparian zone and (concern for) possible flood damage.

(All written material /forms available upon request , however names of respondents should be kept confidential)

**NOTE:** The consultants and the proponent are prepared to answer questions or address any concerns to the best of our ability, through the municipality. Specialist consultants can also be called upon to elaborate on detailed information that was provided at the Open House.

Deanstech has already provided comment to the Peer Review conducted for the municipality with regards to the proposed septic system concept.

# COMMENT SHEET

## Rezoning Application – Public Information Meeting

**November 29, 2023**

Dear Residents, Property Owners and Businesses:

Please kindly take a few minutes to provide us your comments regarding this development proposal. Although you may have talked to us (Owners, Consultants or Municipal Officials) this evening, do write down your comments in the interest of the community and/or project.

**PLEASE** familiarize yourself with the information provided here this evening prior to completing your comments.

All inputs collected will form part of a report to the Village for their consideration in reviewing this application.

**\*\*\*Drop Box is located on the table by the EXIT DOOR.\*\*\***

You can also submit your comments by not later than **December 8, 2023** to: [amctaggart@ctqconsultants.ca](mailto:amctaggart@ctqconsultants.ca)

**1. Overall Proposed Use of the Land (RV Camping; Residential; Park/Open Space)**


**2. Protection of Riparian Area along the Kaslo River**


**3. Dedicated Park and Public Trail Connection to Lakefront (Currently access is restricted by trespass issue and severe topography)**


**4. RV Park as a Seasonal Use Camping Facility (Strata and Rental)**


**5. Small Residential Area at end of Birch Avenue (Townhouse format)**


**6. Environmental Impact Concerns (River, Lake foreshore or Land, To Address in DP)**


**7. Flood Mitigation and Controls**


**8. Infrastructure (Water, wastewater, power, roads/access)**


**9. Other (Design, Subdivision, Parking, RV Park Management, Lake Access/Dock, Amenities, Connection to Golf Course, etc)**


RESIDENT of the Village of Kaslo [ ]Yes [ ]No

THANK YOU !

## Invitation to Attend

### - INFORMATION MEETING -

Wednesday, November 29, 2023

Rezoning of "Old Sawmill Site"

#### **Dear Madam Mayor and Council Members (The Village of Kaslo):**

We are pleased to extend a sincere invitation to you and community members to attend an Information Meeting regarding our proposed Rezoning of lands at the Old Sawmill Site. In keeping with the requirements of the Local Government Act of BC and Village of Kaslo Bylaw #1283, this public Information Meeting will serve to inform the community about the intended development, answer questions and solicit opinion about the project in the interest of the community and the project itself.

Quality Property Developments Inc along with its team of consultants, led by CTQ Consultants Ltd (Engineering, Landscape Architecture and Planning), have worked with Village Administration over the past 2.5 years to ensure all critical development information was addressed. We are now prepared to share the vision and supporting details before moving forward with necessary steps towards full approval. We welcome your input and trust we can answer most of your questions. Any questions that we may not be able to address at the meeting will be brought back to the Planning and Engineering team for their consideration and response. Display materials and maps will be on hand For Review during the Drop-In Session. Comments will be collected in writing.

We look forward to the opportunity of meeting you soon.

#### **Please add the following in your Calendars:**

**Location:** Kaslo Legion Hall

**Date:** Wednesday, November 29, 2023

**Time:** 5 PM to 8 PM (Brief Presentation at 6:30)





# NOTICE OF DEVELOPMENT PROPOSAL INFORMATION MEETING – Kaslo, BC Former Sawmill Site

Quality Property Developments Inc is inviting interested residents of Kaslo to attend an information meeting regarding a land development proposal and rezoning of property known as the Old Sawmill Site. The rezoning application received First Reading by the Village of Kaslo Council on October 24, 2023. In accordance with the Local Government Act of BC and Village Bylaw #1283, this information session provides an opportunity to residents and nearby property owners to learn about the intended development and land use changes, ask questions of the owners and consultants or make comments in the interest of the community and the project.

The property consists of approximately 30 acres, the majority of which is in the interest of the private owner. Another portion is in the interest of the municipality largely in roadway allowances that have never been used since platting in the 1800s. The rezoning approval will be conditional upon consolidation of these properties. Approximately 15 acres will be subject to development. The current zoning of the subject area is Industrial (M-1) in keeping with its former use as a Sawmill. The Village Official Community Plan designation was amended in 2022 to support Waterfront Development.

The proposed uses include a Strata RV Park for Camping (C-4); Multi-family Residential (RM-1) and Park/Open Space. The concept calls for approximately 80 RV lots, a dedicated park and trail system along the River's riparian area, and 4 to 8 residential units in the upper area near the Golf Course. Options are available for a small boat launch and a golf cart path connecting the RV park to the Kaslo Golf Course.

Numerous studies, planning and engineering has been undertaken by specialist consultants, and feedback solicited from the Village of Kaslo and senior government agencies. All information can be viewed at the information meeting.

Your comments will be accepted and provided as public record to assist in moving the application forward towards an acceptable land use change by the Village.

**Location: Kaslo Legion Hall , 403 5th Street**

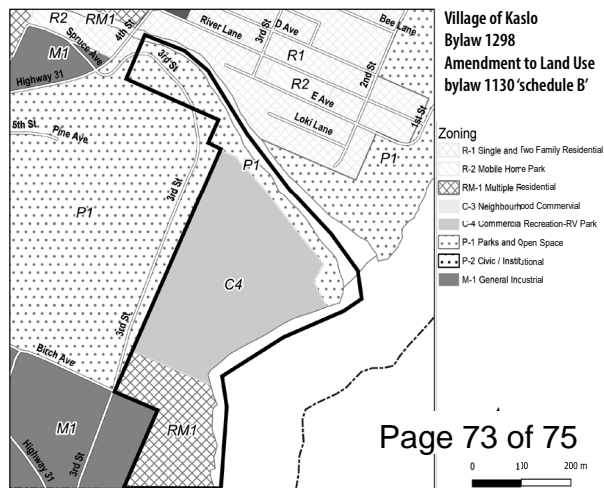
**Date: Wednesday, November 29, 2023**

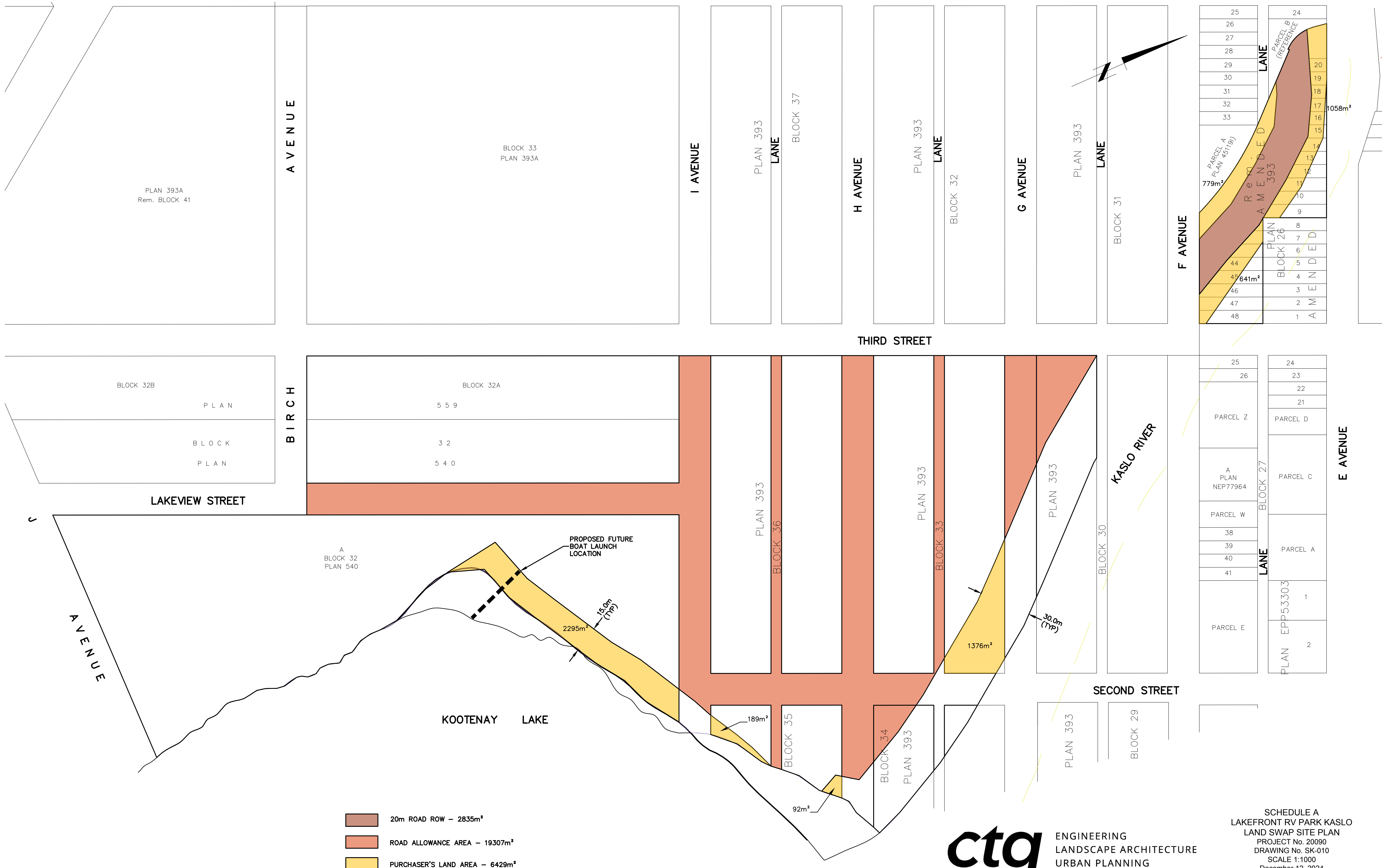
**Time: 5 PM to 8 PM (Brief Presentation @ 6:30 PM)**

PLEASE SEE ATTACHED FIGURE FOR PROPOSED ZONING

Preliminary Enquiries: Ed Grifone, Senior Consultant, CTQ Consultants Ltd, Kelowna, BC

[egrifone@ctqconsultants.ca](mailto:egrifone@ctqconsultants.ca)

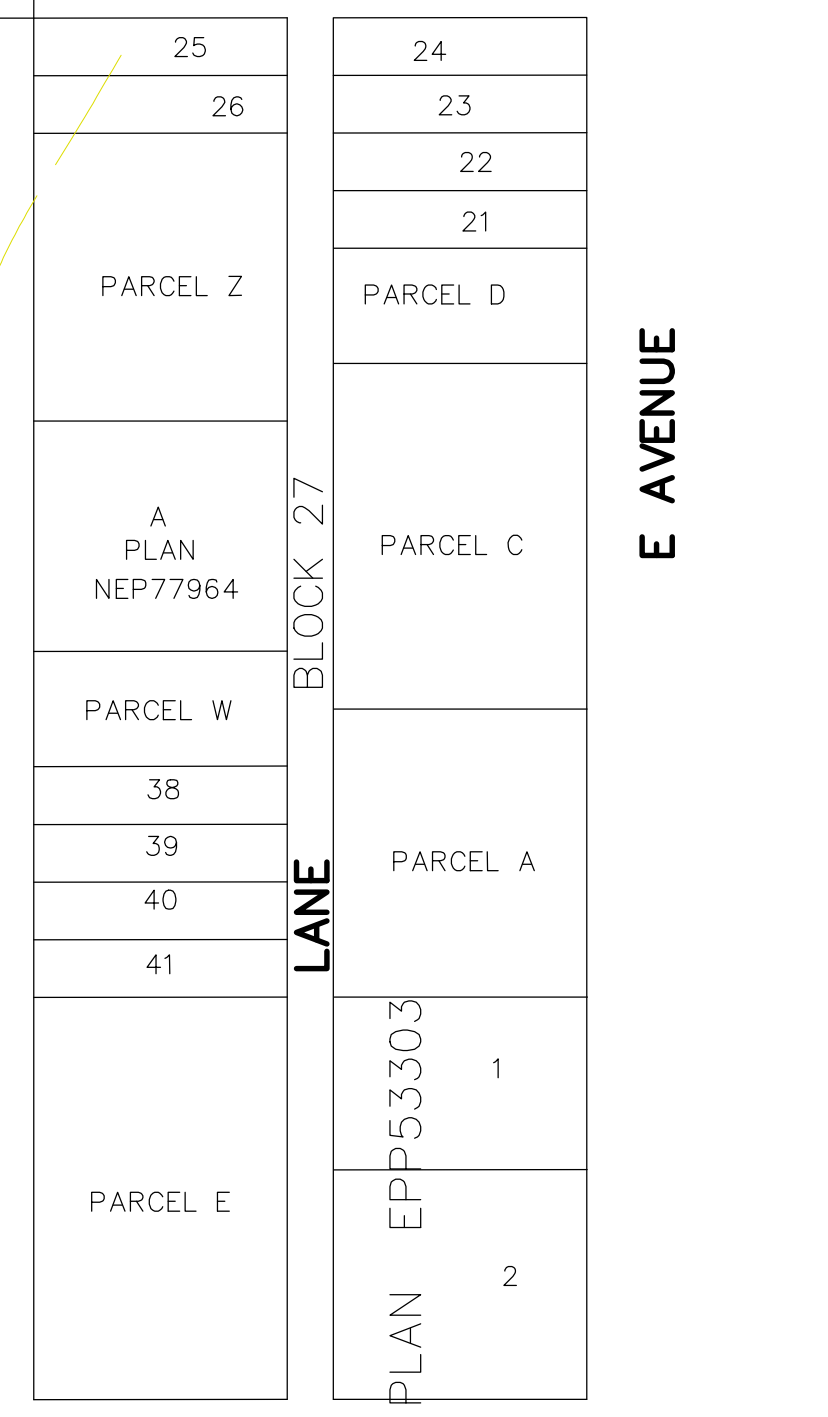
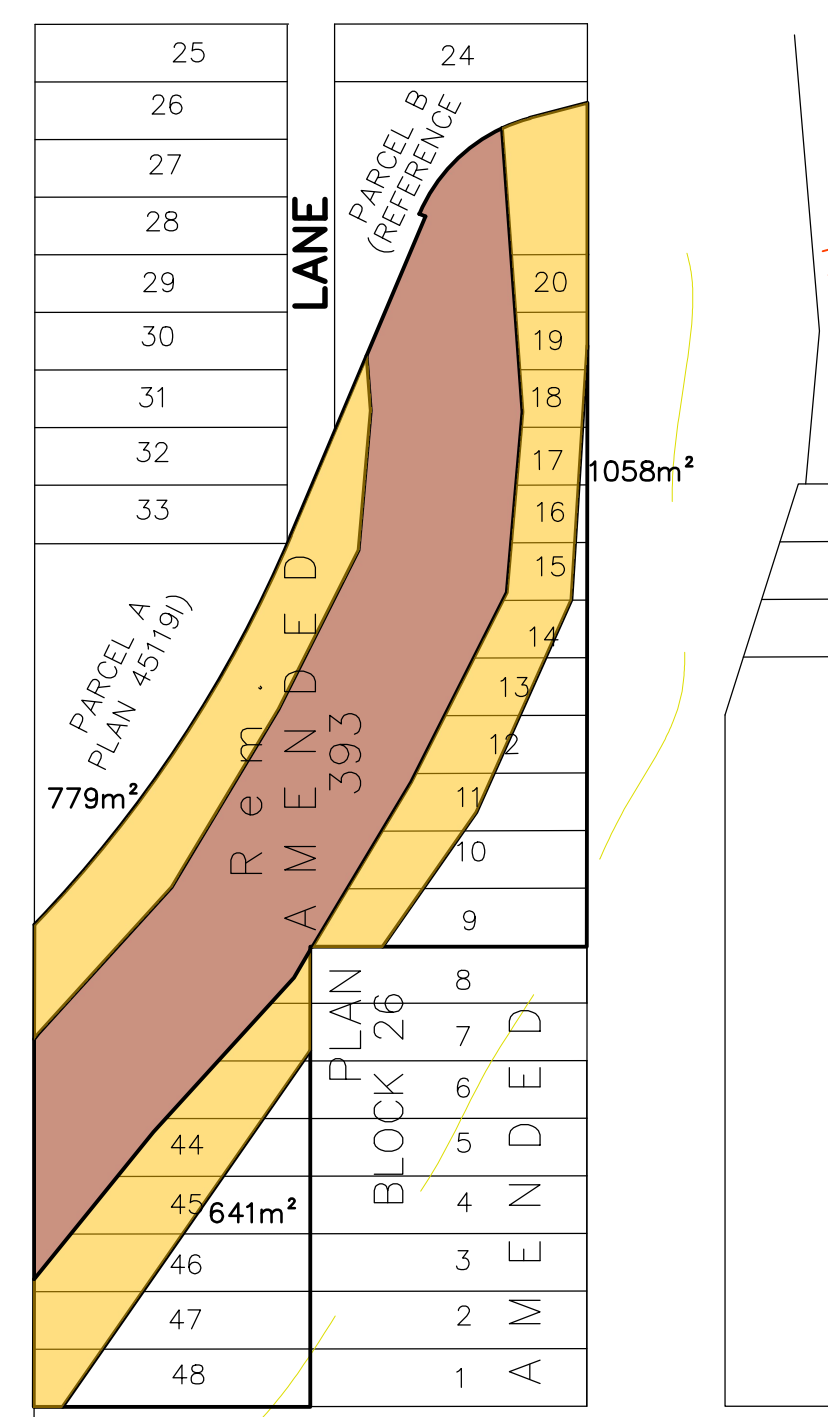








- 20m ROAD ROW - 2835m<sup>2</sup>
- ROAD ALLOWANCE AREA - 19307m<sup>2</sup>
- PURCHASER'S LAND AREA - 6429m<sup>2</sup>

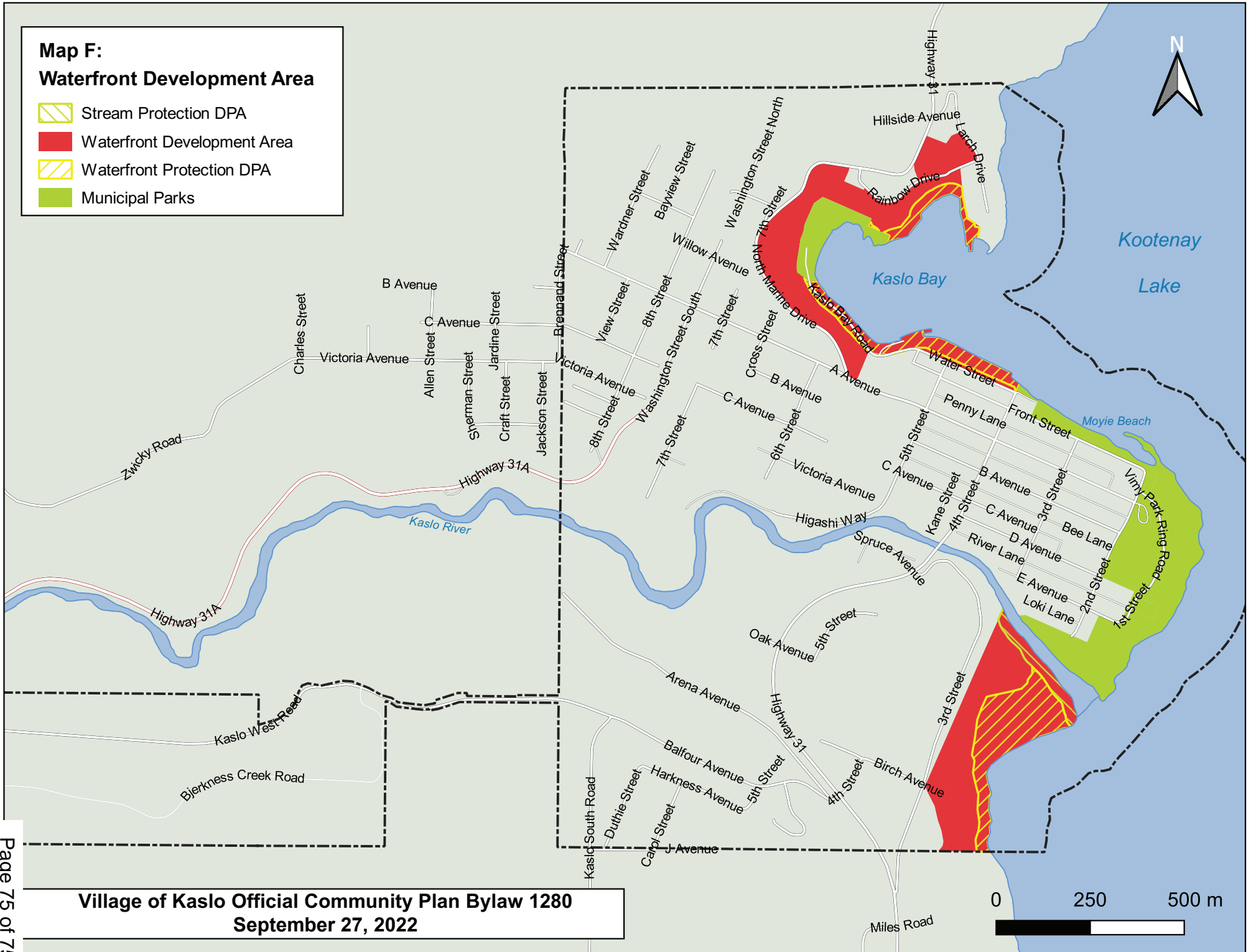
**ctq** ENGINEERING  
 LANDSCAPE ARCHITECTURE  
 URBAN PLANNING

SCHEDULE A  
 LAKEFRONT RV PARK KASLO  
 LAND SWAP SITE PLAN  
 PROJECT No. 20090  
 DRAWING No. SK-010  
 SCALE 1:1000  
 December 12, 2024



**Map F:  
Waterfront Development Area**

-  Stream Protection DPA
-  Waterfront Development Area
-  Waterfront Protection DPA
-  Municipal Parks



**Village of Kaslo Official Community Plan Bylaw 1280  
September 27, 2022**